EMIT*Online*
External Site User Training Guide

Deliverable 21

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Prepared for:

State of Connecticut
Department of Environmental Protection
Bureau of Air Management

By

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Course 1: Introduction to EMIT*Online*

Overview

After completing this course, you should be able to:

- Access EMIT*Online* through the DOIT system.
- Log into EMIT*Online* using your unique user ID and password.

Getting Help

Questions regarding the proper use of EMIT*Online* should be directed to the Connecticut DEP Help Desk. Users should contact the Help Desk to report problems or log questions pertaining to the following:

- Username or password problems that are keeping a user from logging in.
- Questions related to the use of the knowledge based questions.
- Questions on system functionality.
- Specific questions related to Air Management policies or regulations.
- Problem areas and design issues that result in inefficiencies and hardship.
- Defects that result in errors or unexpected outcomes.

To contact the DEP Help Desk use the following phone number or email address:

Phone: 860-424 -3882

Email: dep.helpdesk@ct.gov

Module 1: EMIT*Online* Access and Login

Emit*Online* access privileges are defined when prospective users submit a request to DEP for a user account and password.

A user account name and password will be used to log into the Connecticut EMIT*Online* application portal. Access to EMIT*Online* is granted after verifying a user's credentials.

Privileges associated with these credentials will either limit or expand EMIT*Onlline* functionality that will be accessible to a user.

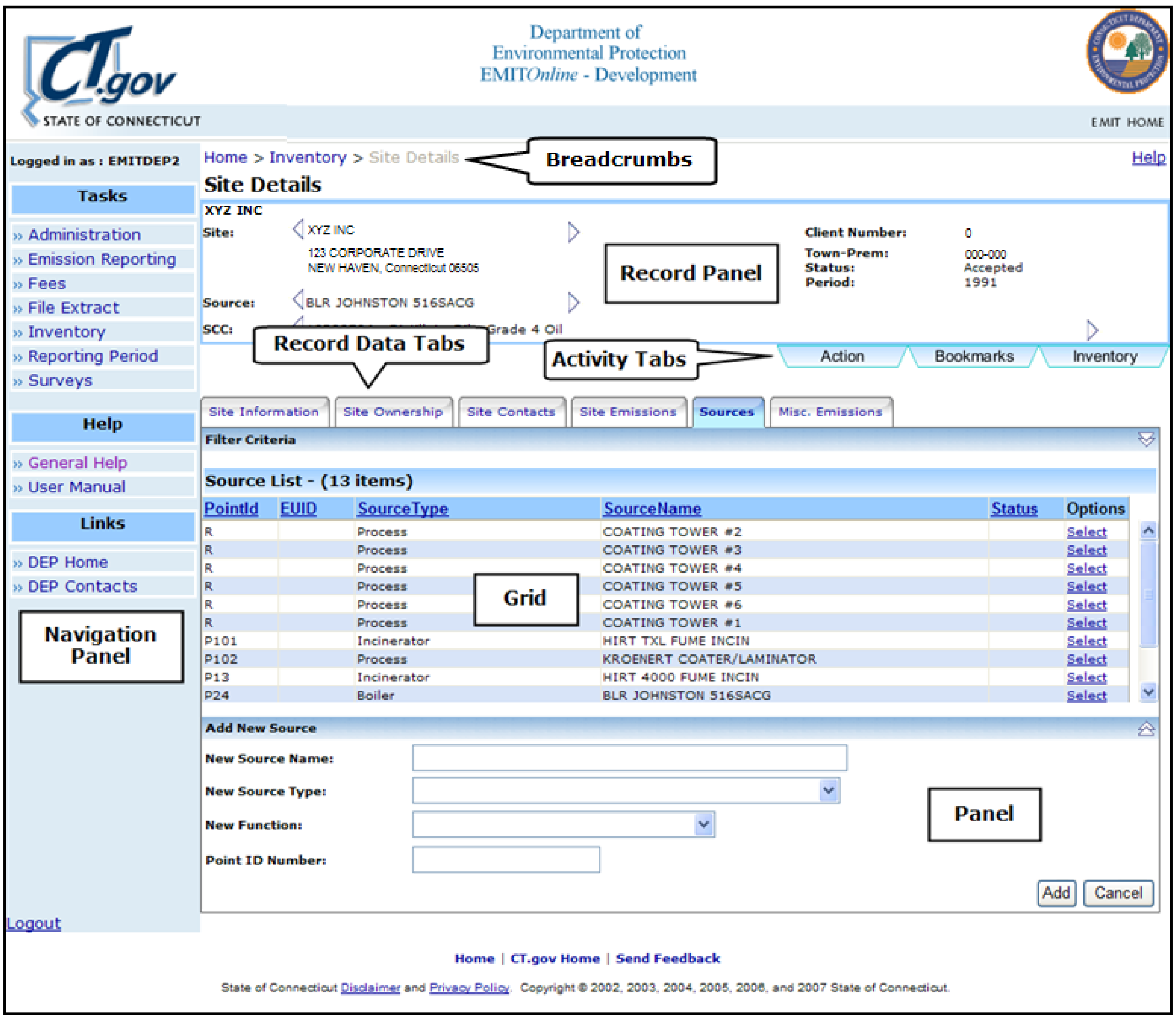
The Connecticut Department of Information Technology manages the process for assigning and distributing EMIT*Online* user accounts and passwords. User accounts and passwords are distributed by Connecticut Department of Environmental Protection. Contact the Air Technical Services Section with questions on obtaining an account and password. This training course will briefly discuss the process for obtaining access and logging into the system. More extensive training in this area can be offered at a later date should it become necessary.

Module 2: Navigating Through EMIT*Online*

After completing this module, you should be able to:

- Identify the different elements that appear on an EMIT*Online* screen
- Understand the functions of the navigation panel
- Use the online help function
- Access general help
- Access the EMIT Users Manual

Navigating through the EMIT*Online* system is easy once you get the hang of it. The screen example below illustrates the different elements that make up a typical screen. You will not see every one of these elements on every screen. Descriptions for each of these elements follow.



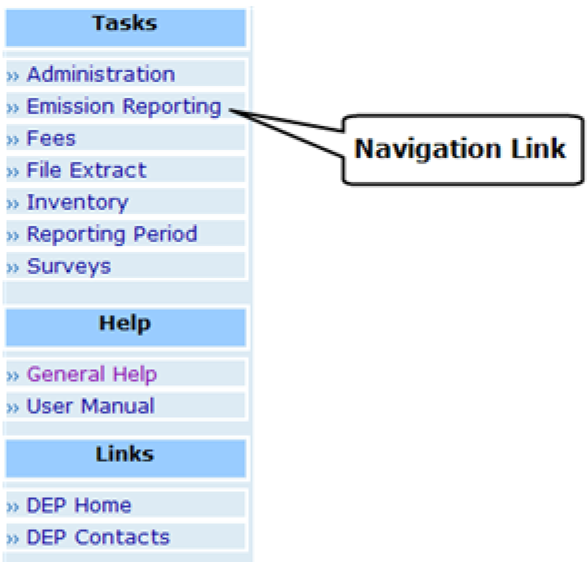
Navigation Panel

The Navigation panel appears on the left-hand side of the screen. As its name implies, it is used to navigate to the appropriate functional area. Clicking a navigation link displays the first logical screen for the selected functional area.

Clicking **General Help** launches the EMIT online help system, complete with a table of contents, keyword search functionality, and a glossary.

This differs from clicking **Help** in the top right-hand corner of the screen. Clicking **Help** launches context-sensitive help, that is, help for the specific page you are viewing.

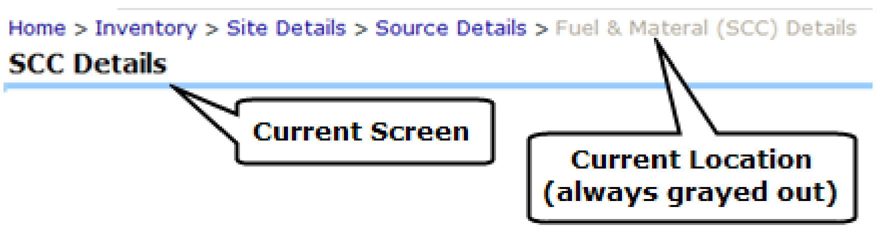
Clicking **User Manual** launches the EMIT User Manual, which essentially is a printable version of the EMIT online help system.



Not all of the navigation links shown under the **Tasks** section shown above are available to every user. Only links to tasks to which the user has access are visible.

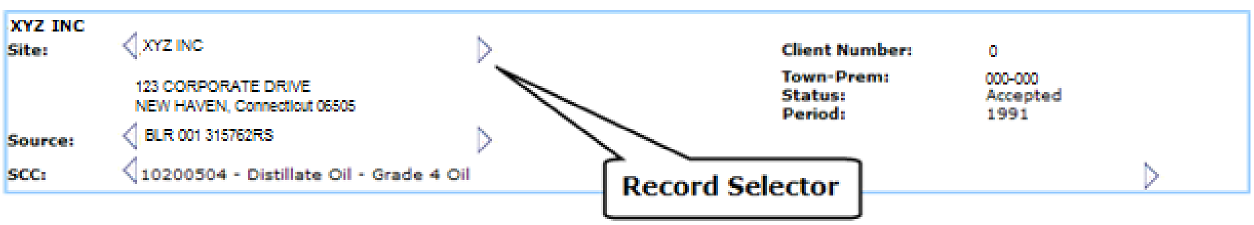
Breadcrumbs

Breadcrumbs are navigation aids that enable a user to keep track of his or her location within EMIT*Online*. As one may guess, the term comes from the trail of breadcrumbs left by Hansel and Gretel in the popular fairytale. Breadcrumbs provide a trail for the user to follow back to a previous screen in the EMIT hierarchy. They appear in a row near the top of each screen. Each breadcrumb is separated by a greater-than sign (>). Clicking a breadcrumb returns the user to the corresponding page in the hierarchy. For example, clicking the **Site Details** breadcrumb returns the user to the **Site Details** screen. From there, the user can select the appropriate tab on the screen to access the corresponding data.



Record Panel

The Record panel appears near the top of inventory and emissions reporting screens. It displays high-level details for the selected company. If multiple records exist for a company, you can use the record selector, that is, the back (◀) and forward (▶) arrows that enclose the record.



Not all of the data shown above appears on every screen. The active screen displays only the appropriate data for that screen.

Activity Tabs

Activity tabs contain functions common among the screens in the Inventory, Emissions Reporting, and Surveys functions of the EMIT*Online* system, for example, changing the status of an emissions record. Clicking a tab displays a set of fields and buttons corresponding to the functions of the selected tab.

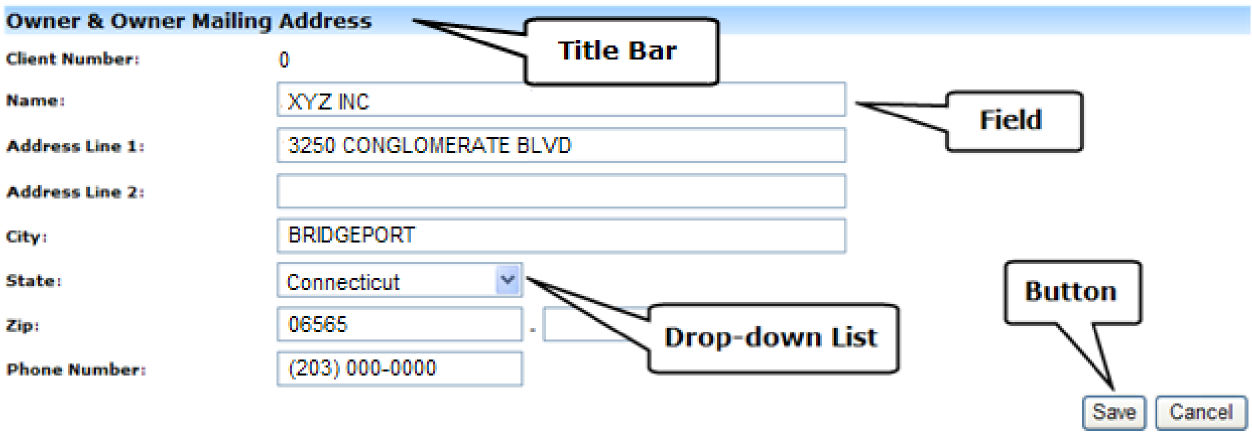
There are six activity tabs currently available in EMIT*Online*. Not all of the tabs appear on every screen. The active screen displays only the appropriate tabs for that screen.

Record Data Tabs

Record data tabs are logical divisions of related data that make up a record. This makes it easier to view and enter data, and minimizes the need for scrolling. The active tab appears in light blue. The number of tabs and their labels vary among screens. The example below depicts the record data tabs on the **Site Details** screen.

Panels

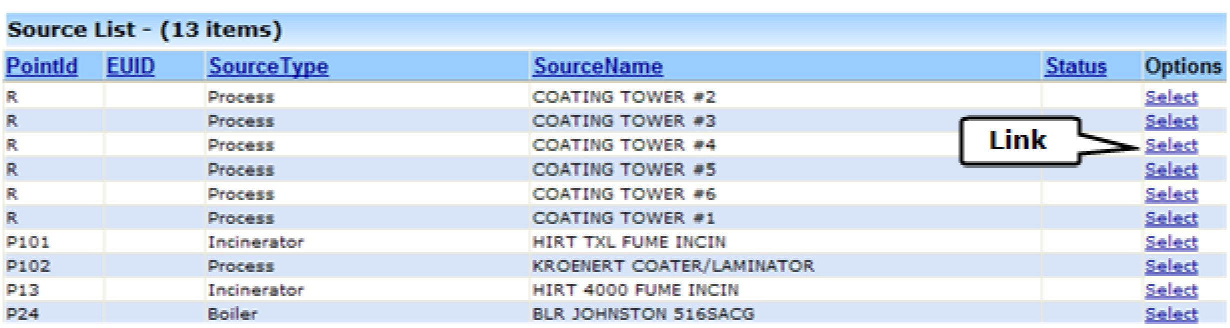
Panels are a set of fields placed in a logical grouping within a screen or tab. Each panel has a title bar that contains the name of the panel. Most panels can be expanded by clicking the Expand (↡) icon and collapsed by clicking the Collapse (↟) icon. Generally, the default view is the first (or only) panel on a screen is expanded and the rest of the panels are collapsed.



Data Grids

Many panels contain a data grid, or a table, of records that a user can view, and in some cases, can edit, delete, or add a record. The grids are read-only by default. Those that can be edited have an **Options** column, whereby the user can select an option and take further action on a record.

Grids containing column headings appearing in blue underlined type can be sorted by clicking the appropriate heading. The default sort is generally by the first column in the grid. In the example below, the grid is sorted by point ID. Clicking the **Source Type** heading sorts the list by source type. The first time a heading is clicked, the records are sorted in descending order according to the heading clicked. If the same heading is clicked again, the records are sorted in ascending order.



Source List - (13 items)

PointId	EUID	SourceType	SourceName	Status	Options
R		Process	COATING TOWER #2		Select
R		Process	COATING TOWER #3		Select
R		Process	COATING TOWER #4		Select
R		Process	COATING TOWER #5		Select
R		Process	COATING TOWER #6		Select
R		Process	COATING TOWER #1		Select
P101		Incinerator	HIRT TXL FUME INCIN		Select
P102		Process	KROENERT COATER/LAMINATOR		Select
P13		Incinerator	HIRT 4000 FUME INCIN		Select
P24		Boiler	BLR JOHNSTON 516SACG		Select

<u>Exercise</u>:

1. Click **Inventory** in the Navigation panel to display the **Inventory** screen.
2. Identify the elements on this screen.

3. Click the **Advanced Search** title bar to display the **Advanced Search** panel. Notice how this panel expands and the **Basic Search** panel collapses.
4. Click the **Advanced Cascade Search** title bar to display the Advanced Search panel. Notice how this panel expands and the **Advanced** panel collapses.

   The different methods of searching will be covered later in your training.

5. Click **Help** in the top right-hand corner of the screen to display context sensitive help for that screen. Read through the help page to familiarize yourself with what to expect on a typical help page. Click a few links to display related help. When finished, closed the help page.
6. Click **General Help** in the Navigation pane to display the EMIT online help system.
7. Click **Show** to display the table of contents/search/glossary pane, which appears on the left-hand side of the help window.
8. Click **Emit Screens** to expand the Emit Screens directory, then click **Inventory Update Screens** to expand the inventory Update Screens directory, and then click **Site Details Screen – Site Information Tab** to display the help page for that screen.
9. Click the **Site Ownership** link under the **About the Site Details Screen - Site Information Tab** heading. Notice how the help page for the Site Ownership tab displays in a pop-up window on your original page. Click off the pop-up window to close it.
10. Click the **Record** panel link under the **Record Panel** heading to view help on a record panel. When finished, click off the pop-up window to close it.
11. Click the **Activity** tab bar link under the **Activity Tab Bar** heading to display help on the **Activity** tab bar. Close the pop-up window and click the **Reports** link. Notice that only the help for the **Reports** tab is displayed. Close the pop-up window and click additional links under the **Activity Tab Bar** heading to view help on additional activities.
12. Scroll up and click the **How Do I ...** heading to display a drop-down list of procedural topics related to this screen.
13. Click the Update Emissions Inventory link to display the **Update Emissions Inventory** procedural help topic. Notice that clicking on this type of help page navigates you away from your original page.
14. Click the Maintain Site Data link under the **Overview** heading. Notice how you are directed to that section of the help page.
15. Scroll back up to the **Overview** heading and click additional links.
16. Scroll to the bottom of the page and click **Related Topics** to display a list of help topics related to updating emissions inventory. Click **Add a Source** to display the **Add a Source** help topic. Notice how you are navigated away from the **Update Emissions Inventory** help page.

   If only one help topic is related to the current topic, the system navigates you directly to that topic.

Course 2: Emissions Reporting

Overview

After completing this course, you should be able to:

- Select a site
- Enter site data
- Enter site ownership data
- Enter site contacts data
- View site emissions data
- Select a source
    - Add a source
    - Enter source information
    - Select a fuel or material
        - Add a fuel or material
        - Enter fuel & materials details
        - Enter emission information
        - Enter SCC permit limits
    - Enter source to stack data
    - Enter control banks data
    - Enter source permit data
    - View source emissions data
- Enter miscellaneous site emissions data

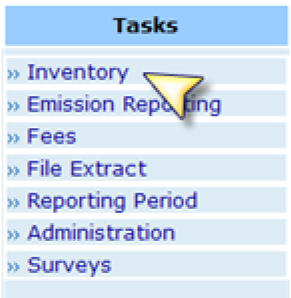
Much of the data is carried over from the previous Emissions Report, so you may not need to add or update data in every field. For the purposes of this training, the procedures assume that you will enter data in every updatable field.

When you are working in a particular emissions record, it is locked until you exit the record. Others are prevented from updating the record while you have it locked. They can only view the data as it existed before you locked the record.

Module 1: Select a Site

Access

Inventory : Search Inventory



Click **Inventory** on the navigation panel.

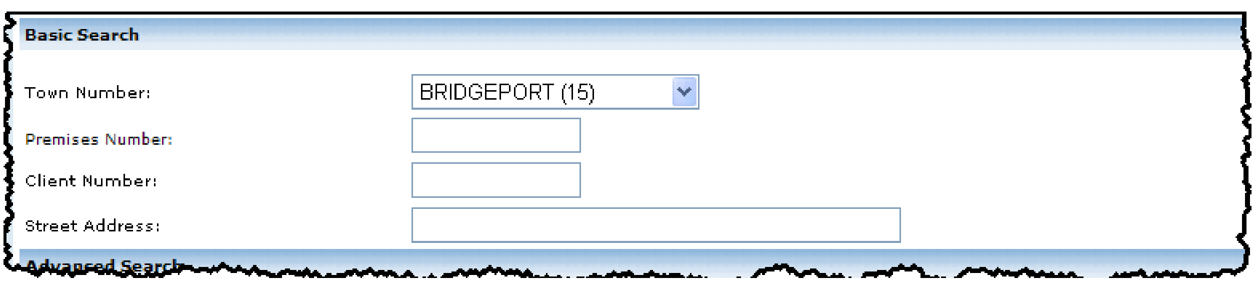
Not all of the navigation links shown under the **Tasks** section shown above are available to every user. Only links to tasks to which the user has access are visible.

Procedure

The following procedure is used to select a site.

You can search using basic criteria, advanced criteria, or advanced cascading criteria. Access one of these methods by clicking the corresponding panel bar to expand the panel. The more search criteria you input, the narrower the results are.

Basic Search Method:

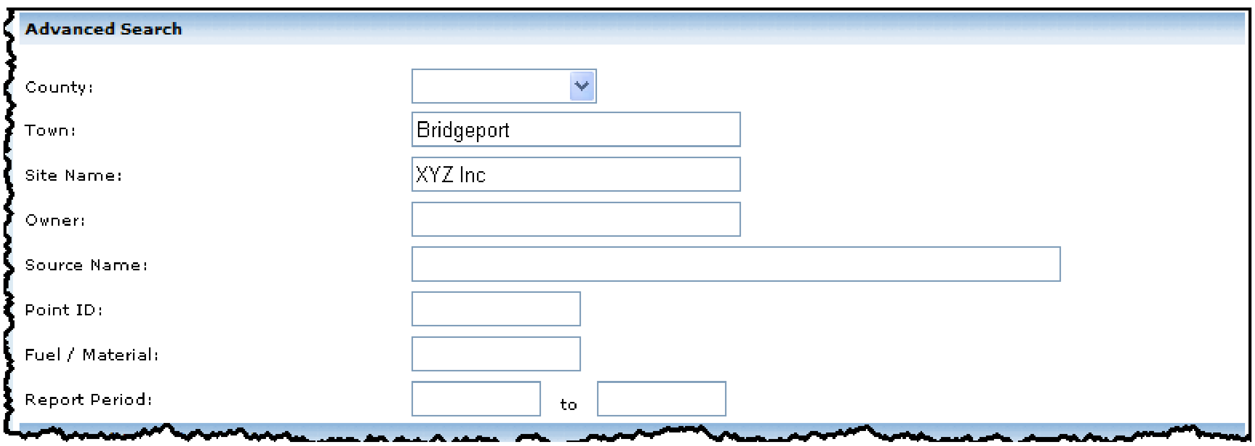


Basic Search Panel

1. **Town Number** drop-down list: select the town name and number. The list is in alphabetical order according to town.
2. **Premises Number** field: enter the premises number.
3. **Client Number** field: enter the client number.
4. **Street Address** field: enter the street address.

5. Do one of the following:
    - Select the **Display Current Inventory** check box (default) to display only the current inventory records.
    - Clear the **Display Current Inventory** check box to display all inventory records matching the criteria.
6. Do one of the following:
    - Select the **Site** option (default) to display the search results by site.
    - Select the **Source** option to display the search results by source.
    - Select the **SCC** option to display the search results by source classification code (SCC).
7. Click Search. The search results appear in the **Search** grid.
8. Click **Select** in the **Options** column to select a site record. The **Site Details** screen appears.

Advanced Search Method:

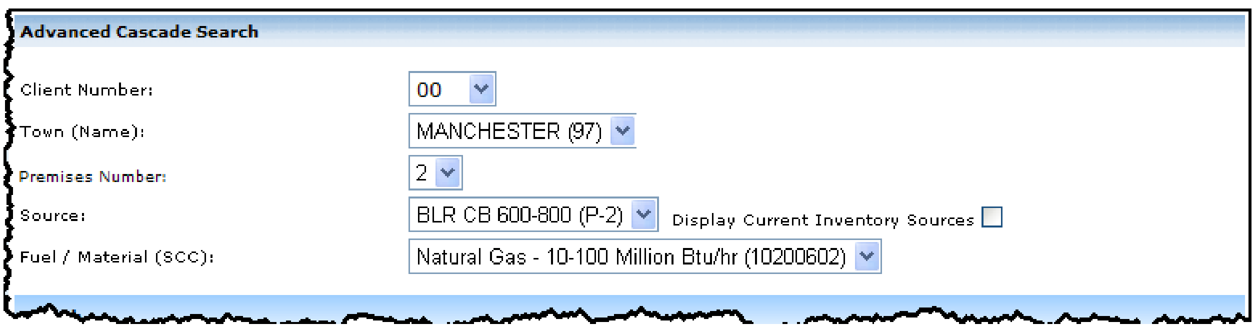


Advanced Search Panel

1. **County** drop-down list: select the county. The list is in alphabetical order according to county.
2. **Town** field: enter the name of the town.
3. **Site Name** field: enter the name of the site.
4. **Owner** field: enter the name of the site owner.
5. **Source Name** field: enter the name of the source.
6. **Point ID** field: enter the point ID.
7. **Fuel / Material** field: enter the name of the fuel or material used.
8. **Report Period** field: enter the beginning date of the report period.
9. **to** field: enter the end date of the reporting period.

10. Do one of the following:
    - Select the **Display Current Inventory** check box (default) to display only the current inventory records.
    - Clear the **Display Current Inventory** check box to display all inventory records matching the criteria.
11. Do one of the following:
    - Select the **Site** option (default) to display the search results by site.
    - Select the **Source** option to display the search results by source.
    - Select the **SCC** option to display the search results by source classification code (SCC).
12. Click **Search**. The search results appear in the **Search** grid.
13. Click **Select** in the **Options** column to select a site record. The **Site Details** screen appears.

Advanced Cascade Search Method:



Advanced Cascade Search Panel

1. **Client Number** drop-down list: select the client name and number. This list is in alphabetical order according to client name.
2. **Town (Name)** drop-down list: select the town name. This drop-down list is enabled after selecting the client number.
3. **Premises Number** drop-down list: select the premises number. This drop-down list is enabled after selecting the town name.
4. **Source** drop-down list: select the source. This drop-down list is enabled after selecting the premises number.
5. **Fuel / Material (SCC)** drop-down list: select the fuel or material used. This drop-down list is enabled after selecting the source.
6. Do one of the following:
    - Select the **Display Current Inventory** check box (default) to display only the current inventory records.
    - Clear the **Display Current Inventory** check box to display all inventory records matching the criteria.

7. Do one of the following:
    - Select the **Site** option (default) to display the search results by site.
    - Select the **Source** option to display the search results by source.
    - Select the **SCC** option to display the search results by source classification code (SCC).
8. Click **Search**. The search results appear in the **Search** grid.
9. Click Select in the Options column to select a site record. The Site Details screen appears.

Exercise:

1. Access the **Basic Search** panel.
2. **Town Number** drop-down list: select a town.
3. Click **Search**. The search results appear in the **Search** grid. Notice that the search results are displayed by site. Because you searched on town only, all current sites for the town are displayed. We will narrow the search later.
4. Select the **Source** option and click **Search** to redisplay the search results. Notice that that the search results are displayed by source.
5. Select the **SCC** option and click **Search** to redisplay the search results. Notice that that the search results are displayed by source classification code (SCC).
6. Return to the **Basic Search** panel and in addition to the town, enter (premises number) in the **Premises Number** field and then click **Search** to redisplay the search results. Notice that the list is smaller because you narrowed the search by adding search criteria.
7. Expand the **Advanced Search** panel.
8. **Site Name** field: enter the site name.
9. **Source Name** field: enter the source name.
10. Click **Search**. The search results appear in the **Search** grid. Notice that only the specific source you entered in the search criteria is displayed in the search results.
11. Expand the **Advanced Cascade Search** panel.
12. **Client Number** drop-down list: notice that this drop-down list is the only one active. Select a client number. Notice that the **Town (Name)** drop-down list becomes active. This is called a cascade search. In a cascade search, the criteria you select in a particular drop-down list dictates the selections in the next drop-down list.
13. **Town (Name)** drop-down list: select a town. Notice that the **Premises Number** drop-down list becomes active. You can keep cascading down to narrow your search as needed.
14. Click **Search**. The search results appear in the **Search** grid.

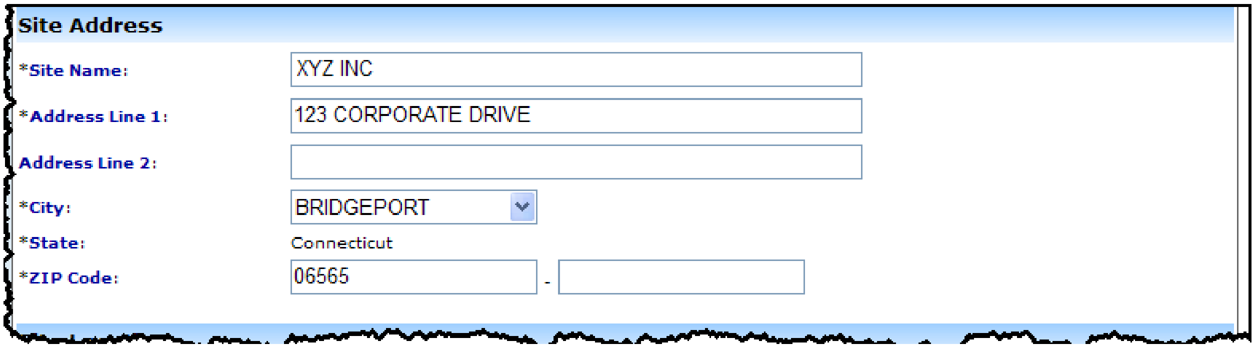
15. Clear the **Display Current Inventory** check box and click .Search. to redisplay the search results. Notice that all inventory records matching the criteria, not just the current ones.

16. Find a record in the **Search** grid and click **Select** in the **Options** column. The **Site Details** screen appears.

Module 2: Enter Site Data

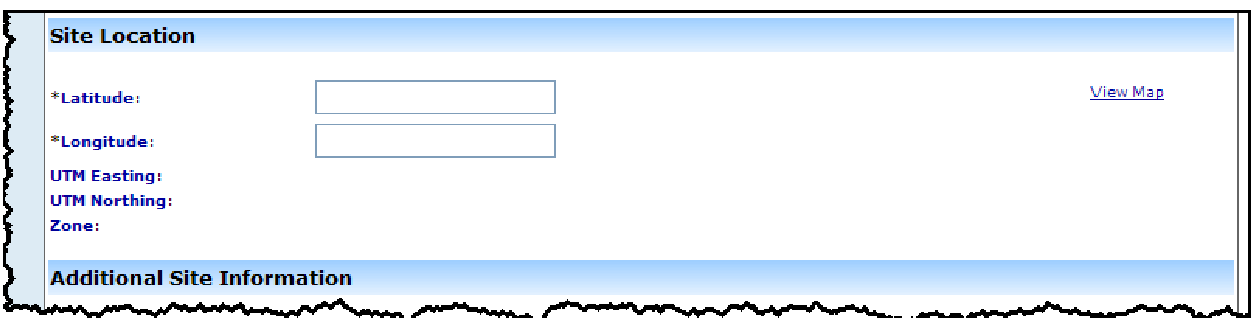
The following procedure is used to enter site data.

1. Access the **Site Address** panel.



Site Address Panel

2. **Site Name** field: enter the name of the site. This is a required field.
3. **Address Line 1** field: enter the first line of the site's address. This is a required field.
4. **Address Line 2** field: enter the second line of the site's address.
5. **City** drop-down list: select the site's city. This is a required field.
6. **State** field: system-populated.
7. **ZIP Code** fields: enter the site's ZIP Code. The first field is the site's five-digit ZIP code and the second field is the site's four-digit ZIP code extension. The first field is a required field.
8. Access the **Site Location** panel.

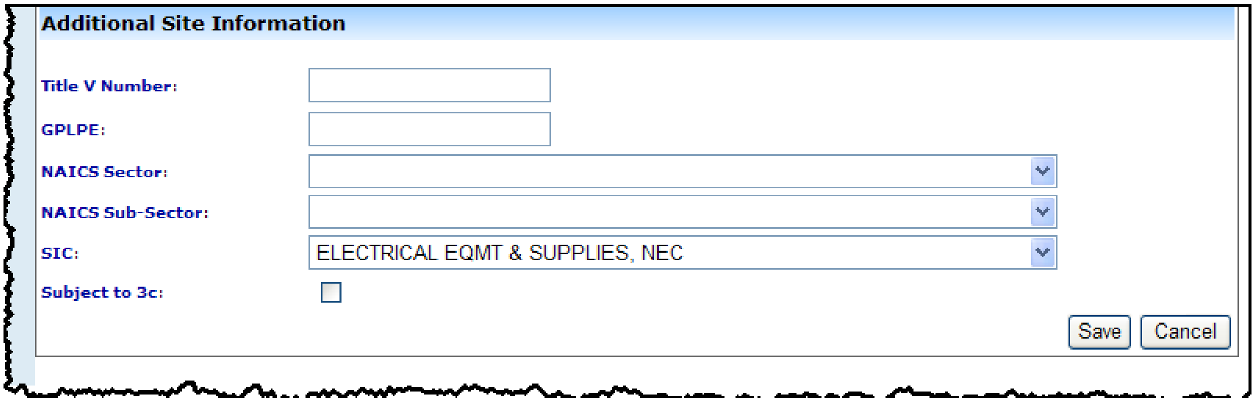


Site Location Panel

9. **Latitude** field: enter the site's north-south latitude location. This is a required field.
10. **Longitude** field: enter the site's east-west longitude location. This is a required field.
11. **UTM Easting** field: system-calculated and populated.
12. **UTM Northing** field: system-calculated and populated.
13. **Zone** field: system-populated.

14. If necessary, click **View Map** to launch the SIMS viewer with the location of the site indicated on the map. If you have privileges on the SIMS system to change site information, you can select another location for the site (longitude and latitude) that will update the SIMS database.

15. Access the **Additional Site Information** panel.



Additional Site Information Panel

16. **Title V Number** field: enter the site's Title V number.

17. **GPLPE** field: enter the site's General Permit to Limit Potential to Emit (GPLPE) number.

    The Title V Number and GPLPE fields are mutually exclusive. A site can be classified as either a Title V site, a GPLPE site, or neither (but not both).

18. **NAICS Sector** drop-down list: select the site's North American Industry Classification System (NAICS) sector, which indicates the type of business the site operates.

19. **NAICS Sub-Sector** drop-down list: select the site's NAICS sub-sector. This drop-down list is enabled after the NAICS sector is selected.

20. **SIC** drop-down list: select the site's Standard Industrial Classification (SIC).

21. **Subject to 3c** check box: select the check box if the site is subject to fees under Title V Section 502 (b) (3) (c) (iii).

22. Do one of the following:

    - Click **Save** to save the site data.
    - Click **Cancel** to cancel the site data updates without saving the updated data.

Exercise:

1. Access the **Site Address** panel.
2. Notice the field labels appearing in blue. You can click a blue label to add a note related to the selected field. This is covered later in the training.
3. Notice the asterisks (*) in some of the field labels. This indicates that those fields are required fields.
4. **Site Name** field: enter the name of the site.

5. **Address Line 1** field: enter the first line of the site's address.
6. **Address Line 2** field: enter the second line of the site's address.
7. **City** drop-down list: select the site's city.
8. **State** field: system-populated.
9. **ZIP Code** fields: enter the site's ZIP Code.
10. Click the **Site Name** field to display the appropriate fields to add a note.
11. **Subject** field: enter a subject title, for example, "Site Name Change."
12. **Description** field: enter the text of the note, for example, "Site was formerly known as ABC Company."
13. Notice that you can attach a document to the note by clicking **Browse** to select a document and then click **Add Attachment** to add the attachment to the note. (We will not be adding an attachment in this exercise.)
14. Click **Save** to save the note. Notice the icon ( ) that now appears after the field. This indicates that a modification has been made or has been requested to the data in this field.

    You can also add a note by clicking the **Notes** tab on the **Activity** tab bar.

15. Access the **Site Location** panel.
16. **Latitude** field: enter the site's latitudinal coordinates.
17. **Longitude** field: enter the site's longitudinal coordinates.
18. **UTM Easting** field: system-calculated and populated.
19. **UTM Northing** field: system-calculated and populated.
20. **Zone** field: system-populated.
21. Notice the **View Map** link. This link is used to launch the SIMS viewer with the location of the site indicated on the map. If you have privileges on the SIMS system to change site information, you can select another location for the site (longitude and latitude) that will update the SIMS database. For training purposes, skip this step.
22. Access the **Additional Site Information** panel.
23. Do one of the following:
    - **Title V Number** field: enter the site's Title V number.
    - **GPLPE** field: enter the site's GPLPE.

    The Title V Number and GPLPE fields are mutually exclusive. A site can be classified as either a Title V site, a GPLPE site, or neither (but not both).

24. **NAICS Sector** drop-down list: select the site's NAICS sector.
25. **NAICS Sub-Sector** drop-down list: select the site's NAICS sub-sector.
26. **SIC** drop-down list: select (data).

27. **Subject to 3c** check box: select the check box if the site is subject to 3c. Otherwise, leave the check box cleared.
28. Click **Save** to save the site data.

Module 3: Add a Note and/or Supporting Documentation

Overview

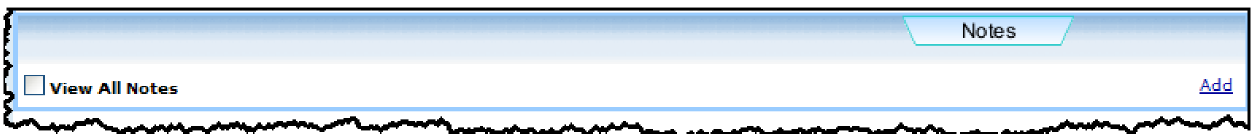
Notes can be added to emission records to provide more detailed information. For example, a site submitter could add a note explaining why he or she reported certain data that may vary from the norm.

A note can be added to any screen that has a **Notes** tab on the **Activity** tab bar. Along with the note text, supporting documentation can also be attached to the note. When one or more notes exist for a record, a notes icon ( ) appears on the top right-hand side of the screen.

Procedure

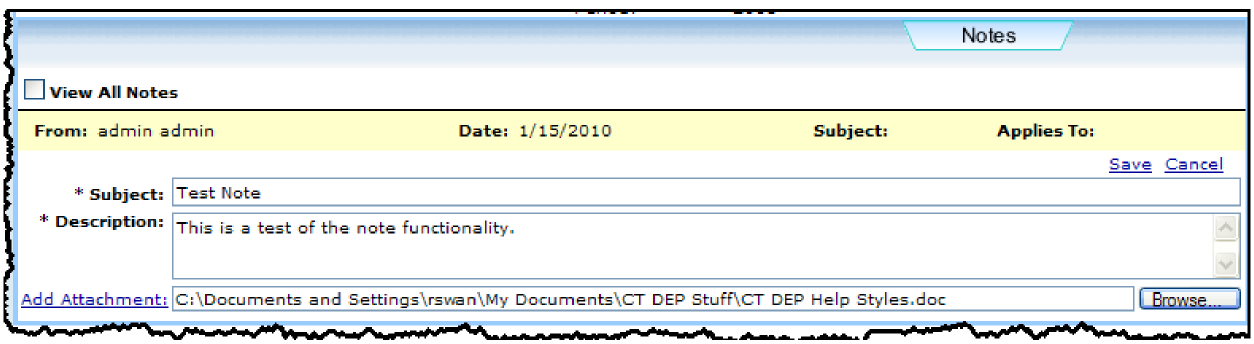
The following procedure is used to add a note and/or supporting documentation.

1. Click **Notes** on the **Activity** tab bar. The **Notes** panel appears.



Notes Panel

2. Click **Add**. The **Notes** panel displays fields to add a note.



Notes Panel (Expanded)

3. **View All Notes** check box: Click the check box to view a list of the existing notes to the record, if any. Clear the check box to hide the notes list.
4. **Subject** field: enter the subject of the note. This is a required field.
5. **Description** field: enter the note text. This is a required field.

Steps 6 and 7 apply to adding an attachment. If you are not adding an attachment, skip to step 8.

6. Click **Browse** and then select the file to be attached to the note.
7. Click **Add Attachment** to add the attachment to the note. You can then click **View** to view it or click **Delete Attachment** to delete it.

To view an attachment properly, you must have certain security settings enabled on your Internet browser. See Internet Browser Security Settings **Error! Bookmark not defined.**.

8. Do one of the following:
    - Click **<u>Save</u>** to save the note.
    - Click **<u>Cancel</u>** to cancel the note without saving it.

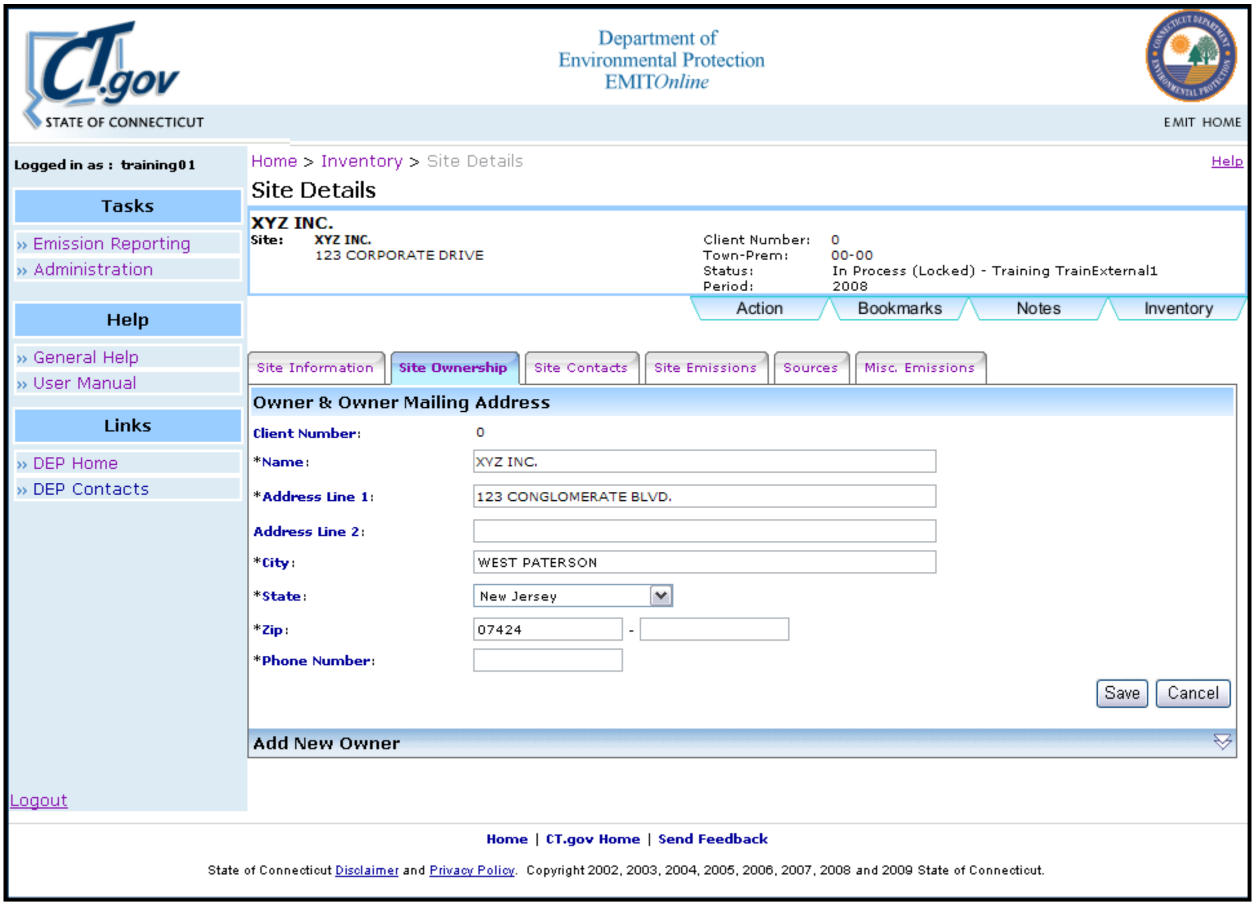
<u>Exercise</u>:

1. Click **Notes** on the **Activity** tab bar. The **Notes** panel appears.
2. Click **<u>Add</u>**. The **Notes** panel displays fields to add a note.
3. **View All Notes** check box: Click the check box to view a list of the existing notes to the record.
4. Clear the check box to hide the notes list.
5. **Subject** field: enter the subject of the note. This is a required field.
6. **Description** field: enter the note text. This is a required field.
6. Click **Browse** and then select the file to be attached to the note.
7. Click **<u>Add Attachment</u>** to add the attachment to the note.
8. Click **<u>View</u>** to view the attachment.
9. Click **<u>Delete Attachment</u>** to delete the attachment.
10. Click **<u>Save</u>** to save the note.

Module 4: Enter Site Ownership Data

The following procedure is used to enter site ownership data.

1. Click the **Site Ownership** tab.



Site Ownership Tab

2. **Client Number** field: system-populated.
3. **Name** field: enter the owner's name. This is a required field.
4. **Address Line 1** field: enter the first line of the owner's address. This is a required field.
5. **Address Line 2** field: enter the second line of the owner's address.
6. **City** field: Enter the owner's city. This is a required field.
7. **State** drop-down list: select the owner's state. This is a required field.
8. **Zip** fields: enter the owner's ZIP Code. The first field is the owner's five-digit ZIP code and the second field is the owner's four-digit ZIP code extension. The first field is a required field.
9. **Phone Number** field: enter the owner's phone number. This is a required field.

10. Do one of the following:
    - Click **Save** to save the site owner data.
    - Click **Cancel** to cancel the site owner data updates without saving the updated data.

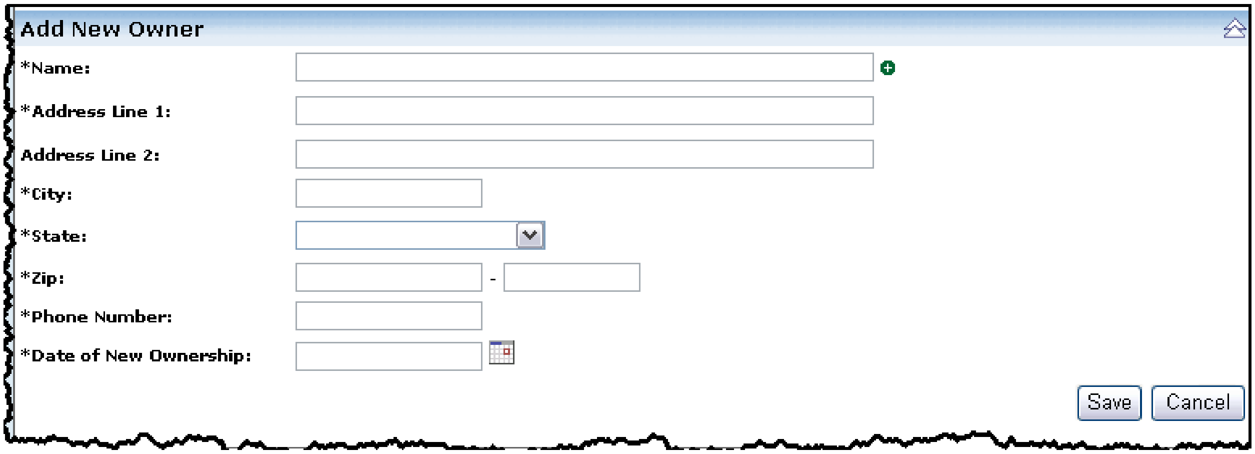
Exercise:

1. Click the **Site Ownership** tab.
2. Notice the field labels appearing in blue. Remember, you can click a blue label to add a note related to the selected field.
3. Notice the asterisks (*) in some of the field labels. Remember that this indicates that those fields are required fields.
4. **Client Number** field: system-populated.
5. **Name** field: enter the owner's name.
6. **Address Line 1** field: enter the first line of the owner's address.
7. **Address Line 2** field: enter the second line of the owner's address.
8. **City** field: Enter the owner's city.
9. **State** drop-down list: select the owner's state.
10. **Zip** fields: enter the owner's ZIP Code.
11. **Phone Number** field: enter the owner's phone number.
12. Click **Save** to save the site owner data.

Module 5: Add a New Owner

The following procedure is used to add a new owner.

1. Expand the **Add New Owner** panel.



Add New Owner Panel

2. **Name** field: enter the owner's name. This is a required field.

   Clicking the plus sign (**+**) next to this field will display the Select Existing Client panel/grid from which you can select an existing client.

3. **Address Line 1** field: enter the first line of the owner's address. This is a required field.

4. **Address Line 2** field: enter the second line of the owner's address.

5. **City** field: enter the owner's city. This is a required field.

6. **State** drop-down list: select the owner's state. This is a required field.

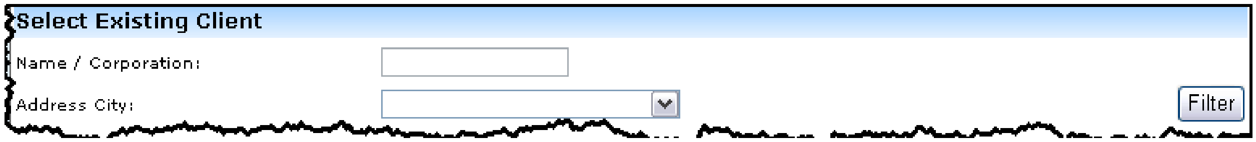
7. **Zip** fields: enter the owner's ZIP Code. The first field is the owner's five-digit ZIP code and the second field is the owner's four-digit ZIP code extension. The first field is a required field.

8. **Phone** Number field: enter the owner's phone number. This is a required field.

9. **Date of New Ownership** field: enter the effective date of the new ownership. This is a required field.

10. If you clicked the plus sign (**+**) after the **Name** field, the **Select Existing Client** panel appears. Continue with step 11.

    If you entered the new owner information in the **Add New Owner** panel, skip to step 15.



Select Existing Client Panel

11. **Name/Corporation** field: enter the existing client's name or corporation as necessary.
12. **Address City** drop-down list: select the existing client's city as necessary.
13. Click **Filter**. The search results appear in the **Select Existing Clients** grid.
14. Click **Select** in the **Options** column of the existing client to be used to populate the **Add New Owner** panel.
15. Do one of the following:
    - Click **Save** to save the site owner data.
    - Click **Cancel** to cancel the site owner data updates without saving the updated data.

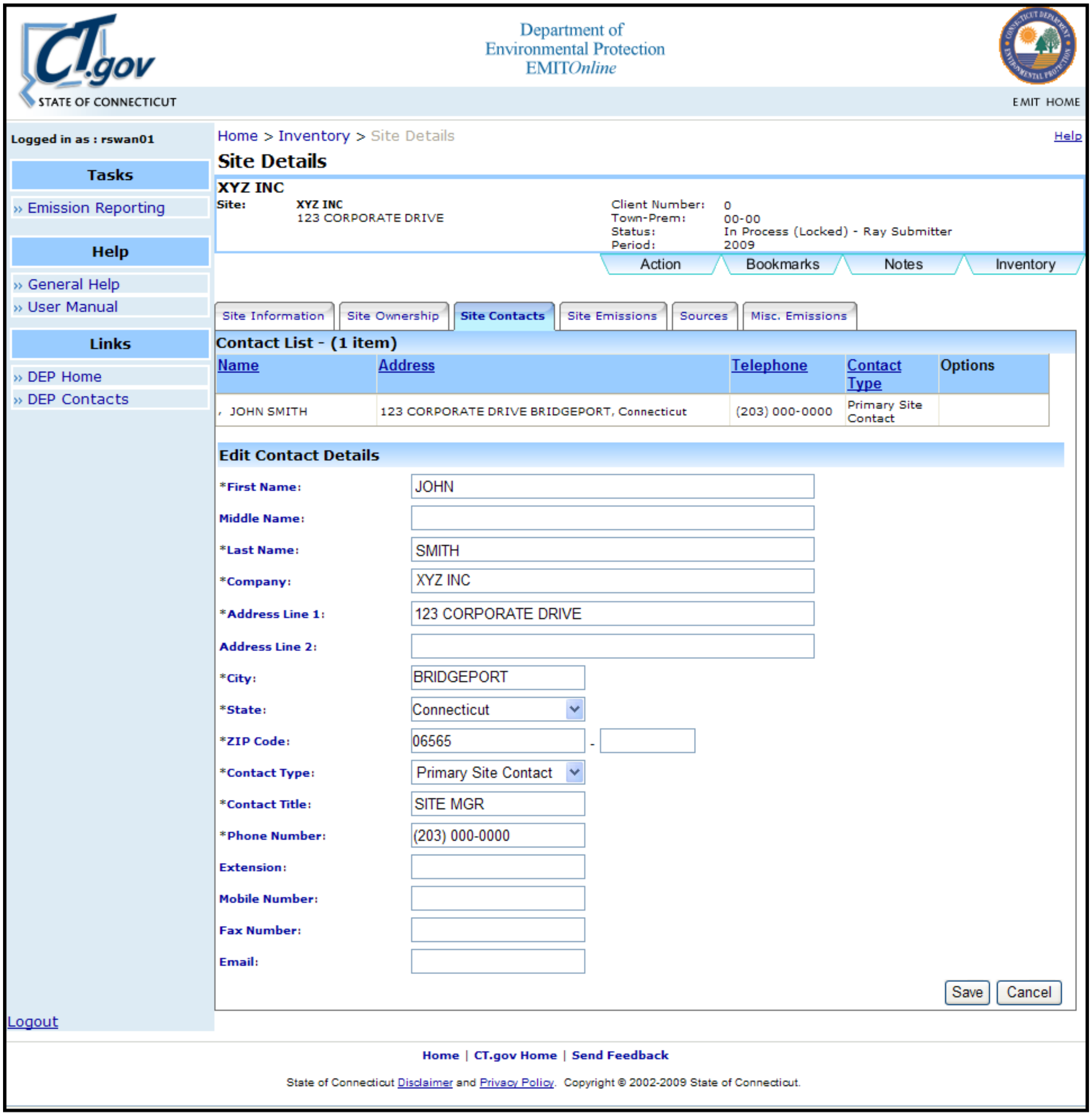
Exercise:

1. Expand the **Add New Owner** panel.
2. **Name** field: enter the owner's name.
3. **Address Line 1** field: enter the first line of the owner's address.
4. **Address Line 2** field: enter the second line of the owner's address.
5. **City** field: enter the owner's city.
6. **State** drop-down list: select the owner's state.
7. **Zip** fields: enter the owner's ZIP Code.
8. **Phone** Number field: enter the owner's phone number.
9. **Date of New Ownership** field: enter the effective date of the new ownership.
10. Click **Save** to save the site owner data.

Module 6: Enter Site Contacts Data

The following procedure is used to enter site contacts data.

1. Click the **Site Contacts** tab.



Site Contacts Tab

2. Select a contact from the Contact List grid and do one of the following:
    - Click **Add** to add a contact. The **Add Contact** panel appears.
    - Click **Edit** to edit the selected contact. The **Edit Contact Details** panel appears.
    - Click **Delete** to delete the selected contact.

    If no contacts exist, click **Add Contact** to display the **Add Contact** panel.

    The following steps apply to adding and editing a contact.
3. **First Name** field: enter the contact's first name. This is a required field.
4. **Middle Name** field: enter the contact's middle name or initial.
5. **Last Name** field: enter the contact's last name. This is a required field.
6. **Company** field: enter the contact's company name. This is a required field.
7. **Address Line 1** field: enter the first line of the contact's address. This is a required field.
8. **Address Line 2** field: enter the second line of the contact's address.
9. **City** field: enter the contact's city. This is a required field.
10. **State** drop-down list: select the contact's state. This is a required field.
11. **ZIP Code** fields: enter the contact's ZIP Code. The first field is the owner's five-digit ZIP code and the second field is the owner's four-digit ZIP code extension. The first field is a required field.
12. **Contact Type** drop-down list: select the contact type. This is a required field.
13. **Contact Title** field: enter the contact's title. This is a required field.
14. **Phone Number** field: enter the owner's phone number. This is a required field.
15. **Extension** field: enter the contact's telephone extension.
16. **Mobile Number** field: enter the mobile telephone number.
17. **Fax Number** field: enter the contact's fax number.
18. **Email** field: enter the contact's email address.
19. Do one of the following:
    - Click **Save** to save the site contact data.
    - Click **Cancel** to cancel the site contact data updates without saving the updated data.

    When adding a contact, click **Add** to add the new contact.

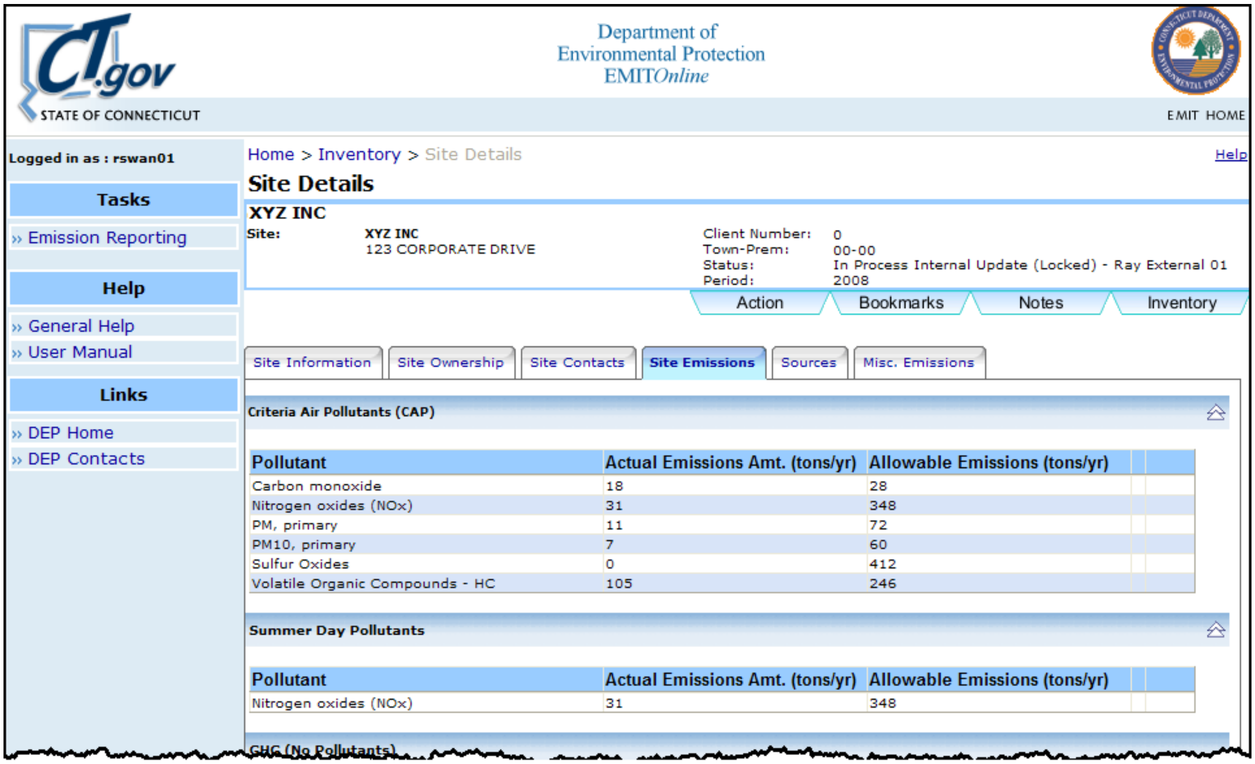
<u>Exercise</u>:

1. Click the **Site Contacts** tab.
2. Select a contact from the **Contact List** grid and click **<u>Add</u>** to add a contact. The **Add Contact** panel appears.
3. **First Name** field: enter the contact's first name.
4. **Middle Name** field: enter the contact's middle name or initial.
5. **Last Name** field: enter the contact's last name.
6. **Company** field: enter the contact's company name.
7. **Address Line 1** field: enter the first line of the contact's address.
8. **Address Line 2** field: enter the second line of the contact's address.
9. **City** field: enter the contact's city.
10. **State** drop-down list: select the contact's state.
11. **ZIP Code** fields: enter the contact's ZIP Code.
12. **Contact Type** drop-down list: select the contact type.
13. **Contact Title** field: enter the contact's title.
14. **Phone Number** field: enter the owner's phone number.
15. **Extension** field: enter the contact's telephone extension.
16. **Mobile Number** field: enter the mobile telephone number.
17. **Fax Number** field: enter the contact's fax number.
18. **Email** field: enter the contact's email address.
19. Click **Add** to add the new contact.

Module 7: View Site Emissions Data

The following procedure is used to view site emissions data.

1. Click the **Site Emissions** tab.



Site Emissions Tab (Edit Mode)

2. View the site emissions data. The includes the total aggregate emissions for the site including all emissions from all fuels from all sources and all miscellaneous emissions.

Module 8: Select a Source

The following procedure is used to select a source.

1. Click the **Sources** tab.
2. Expand the **Filter Criteria** panel to filter the sources appearing in the **Source List** grid.

   This is an optional procedure. It is useful if the source list is lengthy, making it easier to find the appropriate source. If filtering is not needed, proceed to step 8.

Filter Criteria Panel

3. **Source Type** drop-down list: select the source type.
4. **Function** drop-down list: select the source's function.
5. **Source Name** field: enter the name of the source.
6. **Show Inactive** check box: select the check box to include inactive sources on the source list. Otherwise, leave cleared.
7. Click **Filter**. Source records matching the criteria entered appear in the **Source List** panel/grid.
8. **Options** column: click **Select** on the record you want to view. The **Source Details** screen appears.

   If needed, you can add a source. See Add a Source, beginning on page 69.

The **Source Details** screen, as with the **Site Details** screen, is divided into multiple tabs that contain categorized data for you to review and maintain source data. These tabs will be covered later in the training.

Exercise:

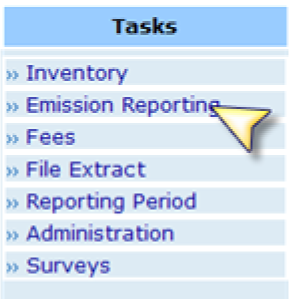
1. Click the **Sources** tab.
2. Notice the source records in the **Source List** grid.
3. Expand the **Filter Criteria** panel to filter the sources appearing in the **Source List** grid.
4. **Source Type** drop-down list: select a source type.

5. Click **Filter**. Notice that there are fewer source records in the **Source List** grid. That is because you filtered the list to display only sources that match the selected source type.
6. **Function** drop-down list: select the source's function.
7. Click **Filter**. Notice that there are even fewer source records in the **Source List** grid.
8. Select a source and click **Select** in the **Options** column. The **Source Details** screen appears.

Module 9: Add a Source

Access

Inventory : Search Inventory : Site Details : Sources Tab



1. Click **Inventory** on the Navigation panel.
2. Search for and select a record. The **Site Details** screen appears.
3. Click the **Sources** tab.

OR

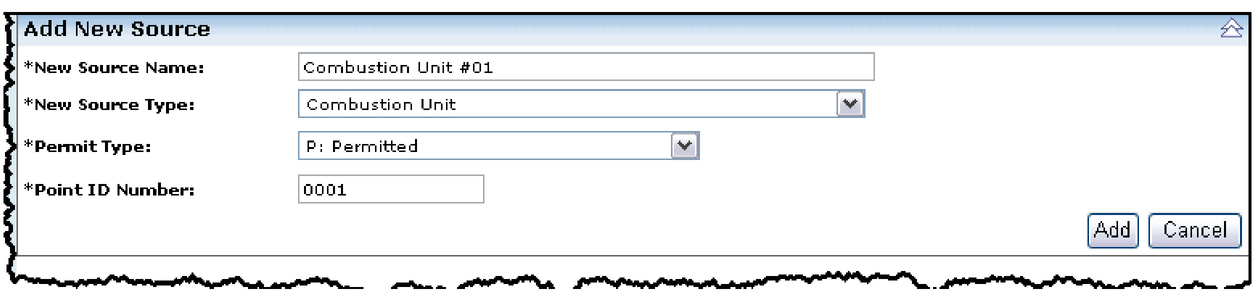
1. Click the **Inventory** tab.
2. Drill down through the directory tree and select the applicable site record. The **Site Details** screen appears.
3. Click the **Sources** tab.

Not all of the navigation links shown under the **Tasks** section shown above are available to every user. Only links to tasks to which the user has access are visible.

Procedure

The following procedure is used to add a source.

1. Access the **Add New Source** panel.



Add New Source Panel

2. **New Source Name** field: enter the name of the new source. This is a required field.
3. **New Source Type** drop-down list: select the new source's type. This is a required field.
4. **Permit Type** drop-down list: select the new source's function. This is a required field.
5. **Point ID Number** field: enter the new source's point ID number. This is a required field.
6. Do one of the following:
   - Click **Add** to add the new source.
   - Click **Cancel** to cancel the new source addition without saving the data.

Exercise:

1. Access the **Add New Source** panel.
2. **New Source Name** field: enter the name of the new source.
3. **New Source Type** drop-down list: select the new source type.
4. **Permit Type** drop-down list: select the permit type.
5. **Point ID Number** field: enter the point ID number.
6. Click **Add** to add the new source.

Module 10: Enter Source Information

The following procedure is used to enter source information.

To add a note to a particular field, click the field label to display the appropriate fields to add a note. See Add a Note and/or Supporting Documentation, beginning on page 22. This applies only to fields appearing in blue.

General Source Information Panel

1. **Source Type** field: system-populated.
2. **Point ID** field: enter the source's point ID.
3. **Name** field: enter the name of the source. This is a required field.
4. **Initial Start Up Date** drop-down calendar: select the date the source was started.
5. **EU Number** field: enter the source's EPA emission unit (EU) number.
6. **Shutdown Date** drop-down calendar: select the date the source was shut down, if applicable.
7. **Subject to 3b** check box: select the check box if the site is subject to Section 22a-174-3b of the Regulations of Connecticut State Agencies.

   This check box appears only if the source is an incinerator, a boiler, a process, or a gasoline loading facility.

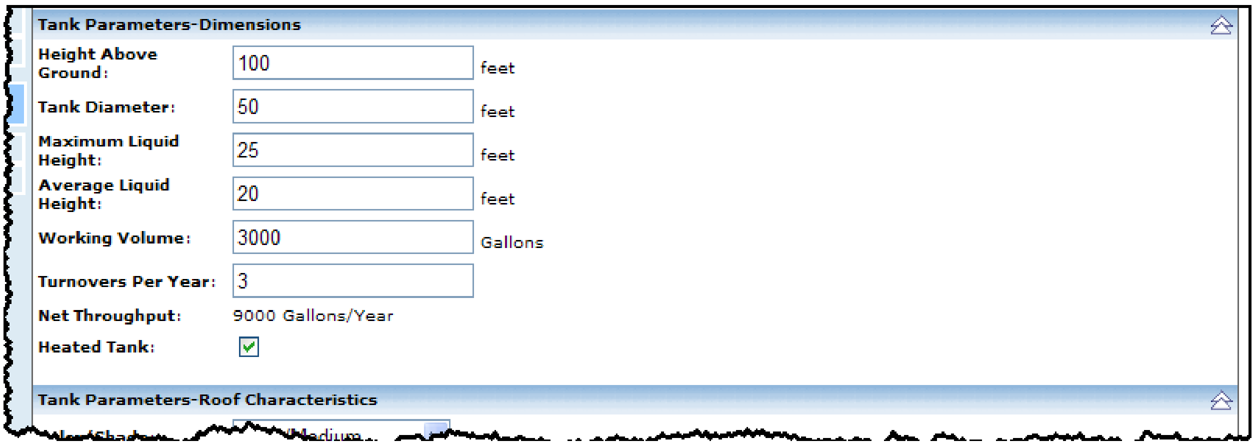
8. **Revoked Date** drop-down calendar: select the date the source's permit was revoked, if applicable.
9. Do one of the following:
   - Click **Save** to save the general source information.
   - Click **Cancel** to cancel the general source information updates without saving the updated data.

If the source is a tank, see the following appropriate procedure:

- Maintain Vertical Fixed Roof Tank Information, beginning below
- Maintain Horizontal Fixed Roof Tank Information, beginning on page 39
- Maintain External Floating Roof Tank Information, beginning on page 40
- Maintain Internal Floating Roof Tank Information, beginning on page 41

Maintain Vertical Fixed Roof Tank Information

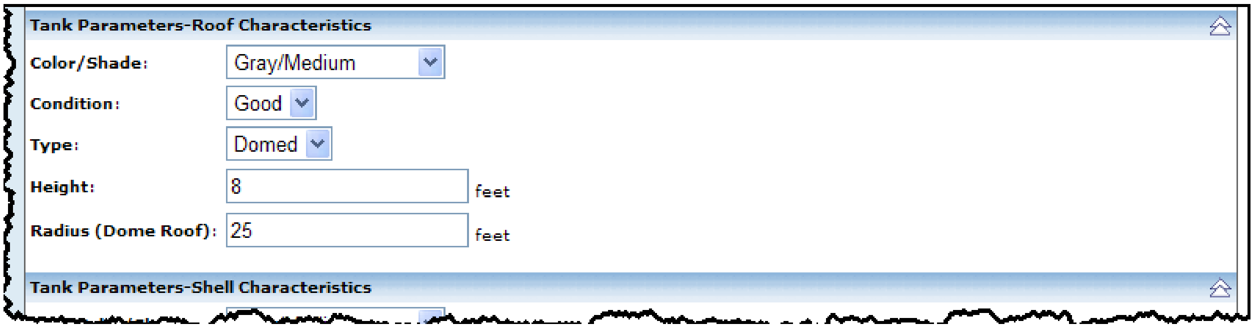
1. Expand the **Tank Parameters-Dimensions** panel.



Tank Parameters-Dimensions Panel (VFR)

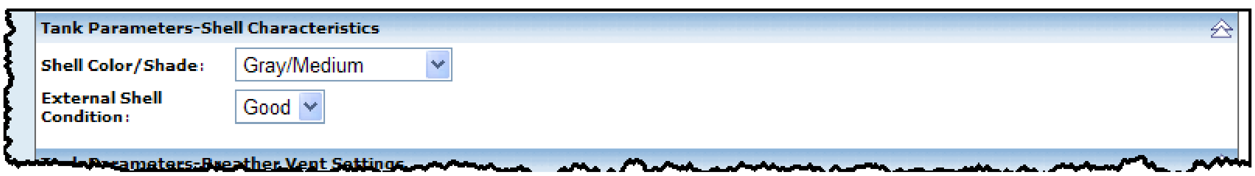
2. **Height Above Ground** field: enter the height that the tank is above ground in feet.
3. **Maximum Liquid Height** field: enter the maximum height that liquid can be stored in the tank, in feet.
4. **Average Liquid Height** field: enter the average height of the liquid that is stored in the tank, in feet.
5. **Working Volume** field: enter the working volume of the tank, in gallons.
6. **Turnovers Per Year** field: enter the number of times per year the contents of the tank are turned over.
7. **Net Throughput** field: system-populated.
8. **Heated Tank** check box: select the check box if the tank is heated.

9. Expand the **Tank Parameters-Roof Characteristics** panel.



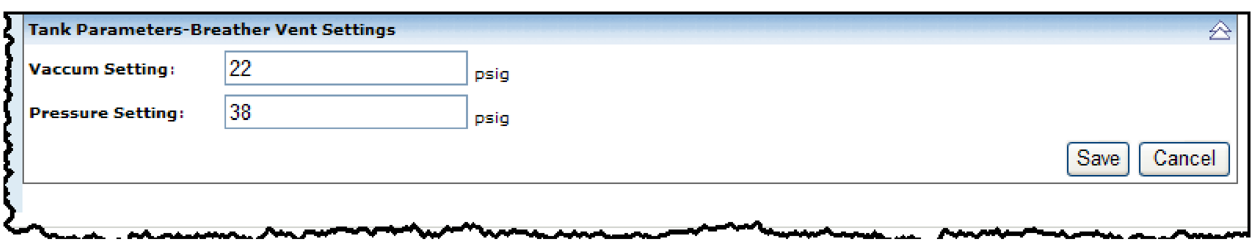
Tank Parameters-Roof Characteristics Panel (VFR)

10. **Color/Shade** drop-down list: select the roof's paint color or shade.
11. **Condition** drop-down list: select the condition of the roof.
12. **Type** drop-down list: select the type of roof.
13. **Height** field: enter the height of the roof, in feet.
14. **Radius (Dome Roof)** field: enter the radius of the roof, in feet. This field applies only to domed roofs.
15. Expand the **Tank Parameters-Shell Characteristics** panel.



Tank Parameters-Shell Characteristics Panel (VFR)

16. **Shell Color/Shade** drop-down list : select the tank shell's color and shade.
17. **External Shell Condition** drop-down list: select the condition of the tank's shell.
18. Expand the **Tank Parameters-Breather Vent Settings** panel.



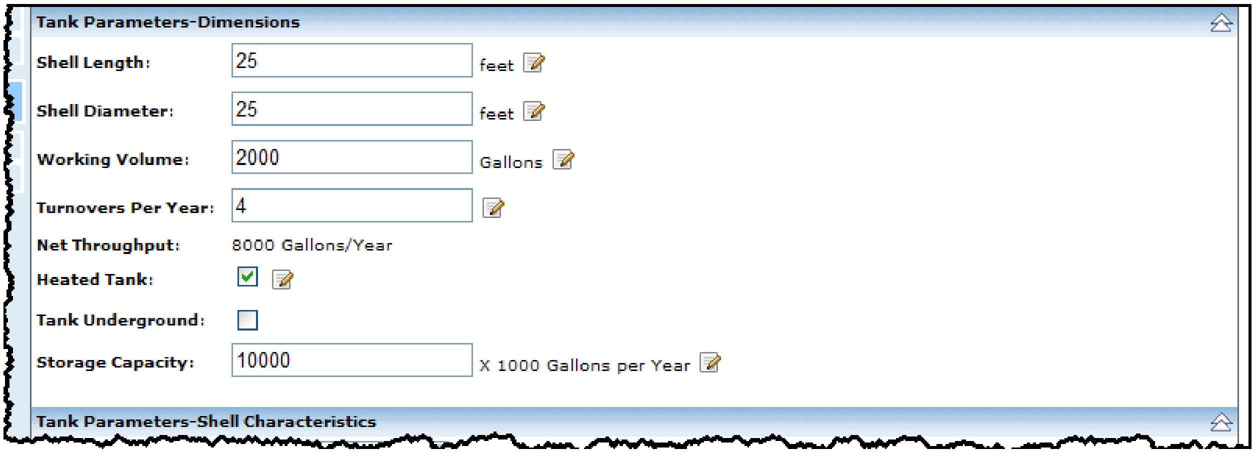
Tank Parameters-Breather Vent Settings Panel (VFR)

19. **Vacuum Setting** field: enter the vacuum setting of the tank's breather vent, in pounds per square inch gauge (psig).
20. **Pressure Setting** field: enter the pressure setting of the tank's breather vent, in pounds per square inch gauge (psig).

21. Do one of the following:
    - Click **Save** to save the tank parameters information.
    - Click **Cancel** to cancel the tank parameters information updates without saving the updated data.

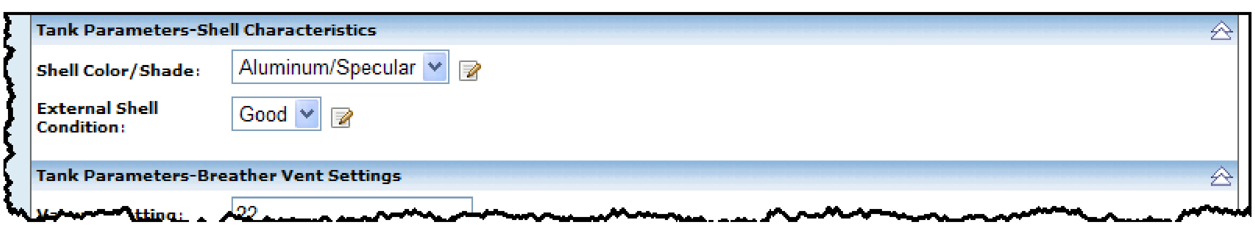
Maintain Horizontal Fixed Roof Tank Information

1. Expand the **Tank Parameters-Dimensions** panel.



Tank Parameters-Dimnensions Panel (HFR)

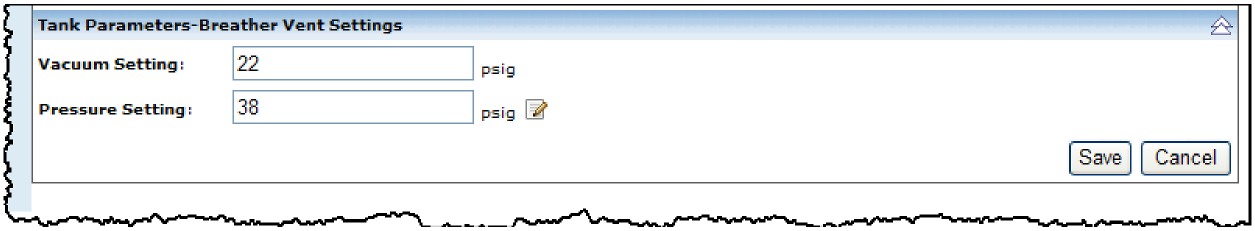
2. **Shell Length** field: enter the length of the tank's shell, in feet.
3. **Shell Diameter** field: enter the diameter of the tank's shell, in feet.
4. **Working Volume** field: enter the working volume of the tank, in gallons.
5. **Turnovers Per Year** field: enter the number of times per year the contents of the tank are turned over.
6. **Net Throughput** field: system-populated.
7. **Heated Tank** check box: select the check box if the tank is heated.
8. **Tank Underground** check box: select the check box if the tank is underground.
9. **Storage Capacity** field: enter the storage capacity of the tank, in 1000 gallons per year.
10. Expand the **Tank Parameters-Shell Characteristics** panel.



Tank Parameters-Shell Characteristics Panel (HFR)

11. **Shell Color/Shade** drop-down list : select the tank shell's color and shade.
12. **External Shell Condition** drop-down list: select the condition of the tank's shell.

13. Expand the **Tank Parameters-Breather Vent Settings** panel.

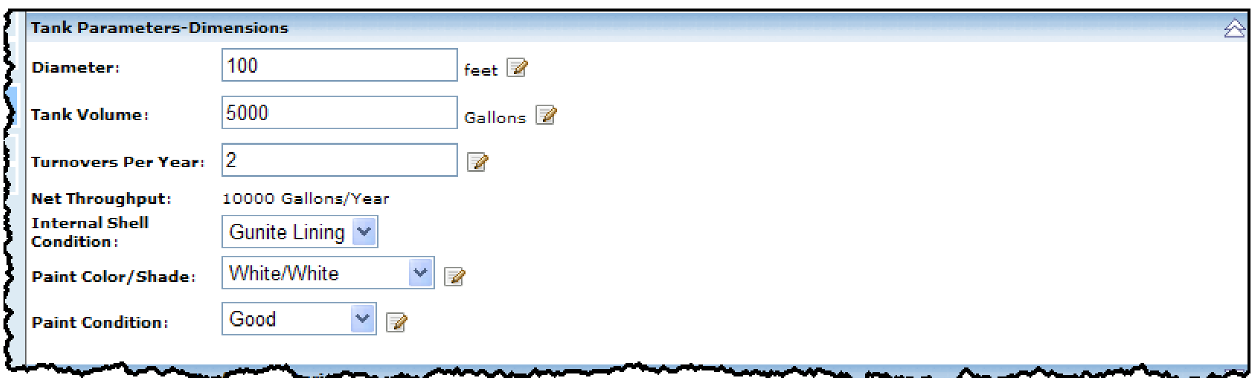


Tank Parameters-Breather Vent Settings Panel (HFR)

14. **Vacuum Setting** field: enter the vacuum setting of the tank's breather vent, in pounds per square inch gauge (psig).
15. **Pressure Setting** field: enter the pressure setting of the tank's breather vent, in pounds per square inch gauge (psig).
16. Do one of the following:
    - Click **Save** to save the tank parameters information.
    - Click **Cancel** to cancel the tank parameters information updates without saving the updated data.

Maintain External Floating Roof Tank Information

1. Expand the **Tank Parameters-Dimensions** panel.



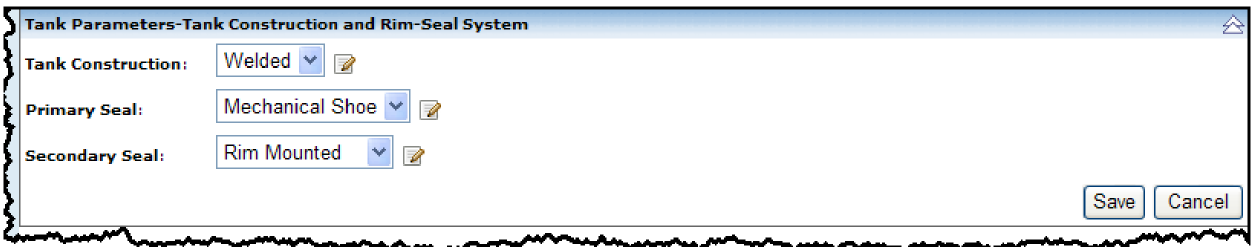
Tank Parameters-Dimensions Panel (EFR)

2. **Diameter** field: enter the diameter of the tank, in feet.
3. **Tank Volume** field: enter the volume of the tank, in gallons.
4. **Turnovers Per Year** field: enter the number of times per year the contents of the tank are turned over.
5. **Net Throughput** field: system-populated.
6. **Internal Shell Condition** drop-down list: select the condition of the tank's internal shell.
7. **Paint Color/Shade** drop-down list: select the tank's paint color or shade.
8. **Paint Condition** drop-down list: select the condition of the tank's paint.

9. Expand the **Tank Parameters-Roof Characteristics** panel.

Tank Parameters-Roof Characteristics Panel (EFR)

10. **Roof Type** drop-down list: select the tank's roof type.
12. **Roof Fitting Category** drop-down list: select the tank's roof fitting category.
13. Expand the **Tank Parameters-Tank Construction and Rim-Seal System** panel.

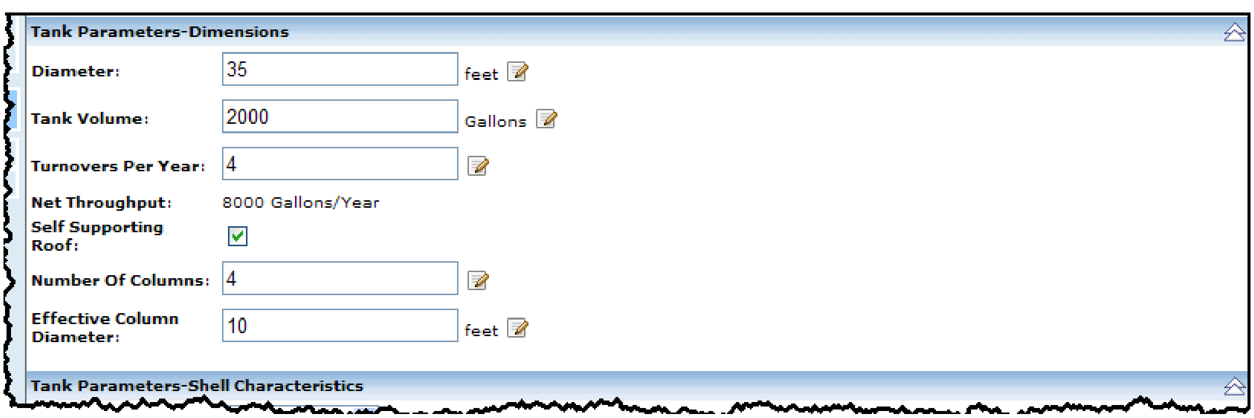


Tank Parameters-Tank Construction and Rim-Seal System Panel (EFR)

14. **Tank Construction** drop-down list: select the tank's construction method.
15. **Primary Seal** drop-down list: select the tank's primary seal type.
16. **Secondary Seal** drop-down list: select the tank's secondary seal type.
17. Do one of the following:
    - Click **Save** to save the tank parameters information.
    - Click **Cancel** to cancel the tank parameters information updates without saving the updated data.

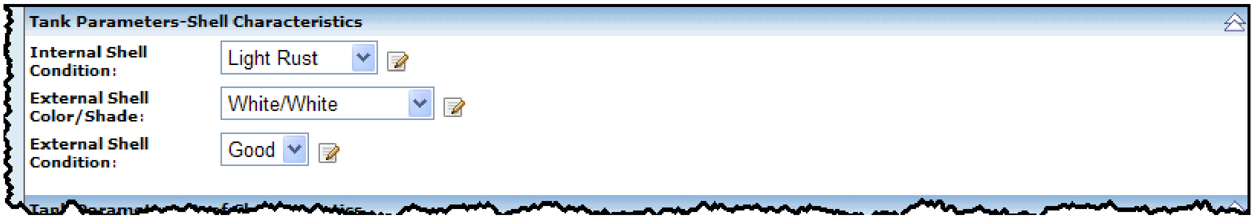
Maintain Internal Floating Roof Tank Information

1. Expand the **Tank Parameters-Dimensions** panel.



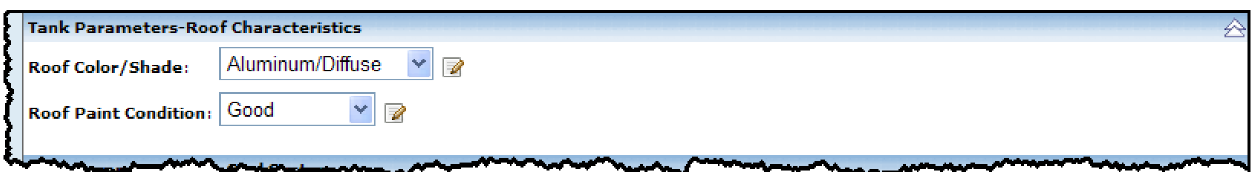
Tank Parameters-Dimensions Panel (IFR)

2. **Diameter** field: enter the diameter of the tank, in feet.
3. **Tank Volume** field: enter the volume of the tank, in gallons.
4. **Turnovers Per Year** field: enter the number of times per year the contents of the tank are turned over.
5. **Net Throughput** field: system-populated.
6. **Self Supporting Roof** check box: select the check box if the tank has a self-supporting roof.
7. **Number of Columns** field: enter the number of support columns the tank has.
8. **Effective Column Diameter** field: enter the effective diameter of the tank's columns, in feet.
9. Expand the **Tank Parameters-Shell Characteristics** panel.



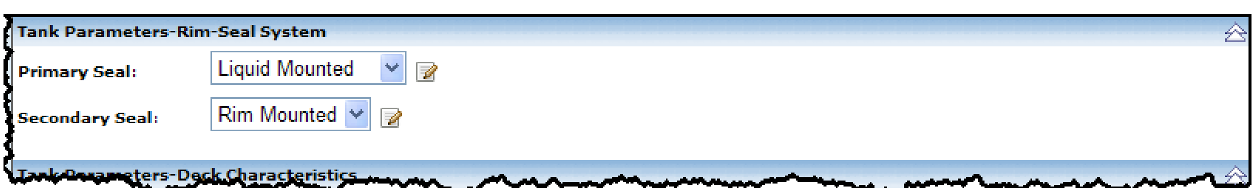
Tank Parameters-Shell Characteristics Panel (IFR)

10. **Internal Shell Condition** drop-down list: select the condition of the tank's internal shell.
11. **External Shell Color/Shade** drop-down list: select the tank's external shell's color and shade.
12. **External Shell Condition** drop-down list: select the condition of the tank's external shell.
13. Expand the **Tank Parameters-Roof Characteristics** panel.



Tank Parameters-Roof Characteristics Panel (IFR)

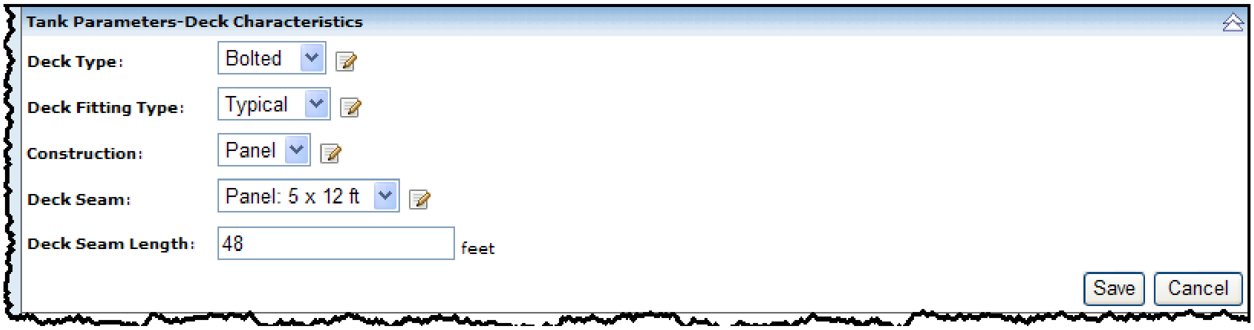
14. **Roof Color/Shade** drop-down list: select the tank's roof color and shade.
15. **Roof Paint Condition** drop-down list: select the condition of the paint on tank's roof.
16. Expand the **Tank Parameters-Rim-Seal System** panel.



Tank Paramaters-Rim-Seal System Panel (IFR)

17. **Primary Seal** drop-down list: select the tank's primary seal type.

18. **Secondary Seal** drop-down list: select the tank's secondary seal type.
19. Expand the **Tank Parameters-Deck Characteristics** panel.



Tank Parameters-Deck Characteristics Panel (IFR)

20. **Deck Type** drop-down list: select the tank's deck type.
21. **Deck Fitting Category** drop-down list: select the tank's deck fitting category.
22. **Construction** drop-down list: select the tank's deck construction type. This field appears only if Bolted was selected in the Deck Type field.
23. **Deck Seam** drop-down list: select the tank's deck seam type. This field appears only if Bolted was selected in the Deck Type field.
24. **Deck Seam Length** drop-down list: select the length of the tank's deck seam. This field appears only if Bolted was selected in the Deck Type field.
25. Do one of the following:
    - Click **Save** to save the tank parameters information.
    - Click **Cancel** to cancel the tank parameters information updates without saving the updated data.

Exercise:

In this exercise, you will maintain data for a vertical fixed roof (VFR) type tank. Maintaining other source types is done in a similar manner, and you can practice those on your own.

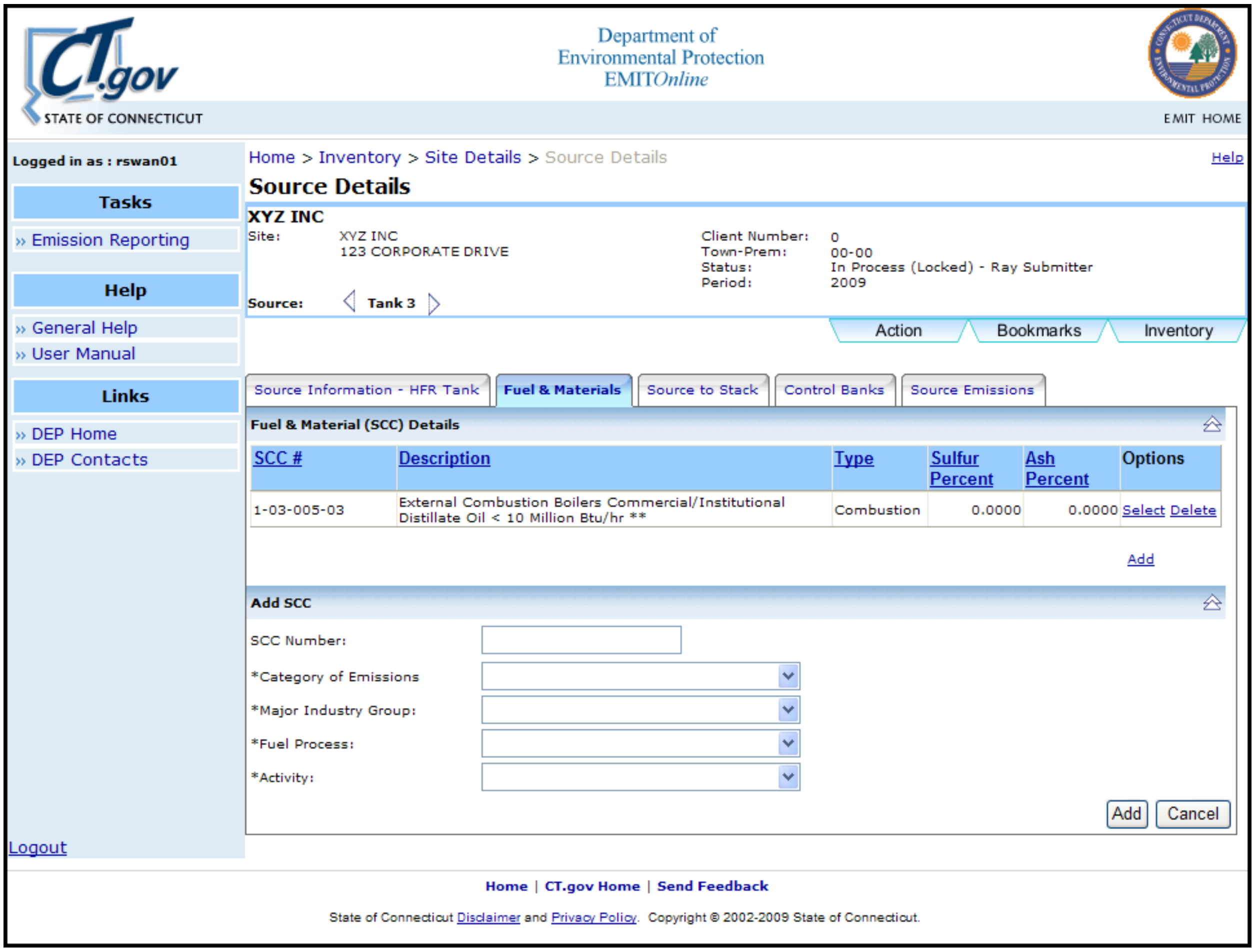
1. On the **Sources** tab of the **Site Details** screen, select a source that is a VFR tank. The **Source Details** screen appears.
2. **Source Type** field: system-populated.
3. **Point ID** field: enter the point ID.
4. **Name** field: enter the name of the source.
5. **Initial Start Up Date** drop-down calendar: select the source's initial start-up date.
6. **EU Number** field: enter the source's EU number.
7. Expand the **Tank Parameters-Dimensions** panel.
8. **Height above ground** field: enter the tank's above-ground height.
9. **Maximum Liquid Height** field: enter the tank's maximum liquid height.

10. **Average Liquid Height** field: enter the tank's average liquid height.
11. **Working Volume** field: enter the tank's working volume.
12. **Turnovers Per Year** field: enter the number of times per year the tank's contents are turned over.
13. **Net Throughput** field: system-populated.
14. **Heated Tank** check box: select the check box if the tank is heated. Otherwise, leave the check box cleared.
15. Expand the **Tank Parameters-Roof Characteristics** panel.
16. **Color/Shade** drop-down list: select the color/shade of the tank's roof.
17. **Condition** drop-down list: select the condition of the roof.
18. **Type** drop-down list: select the roof type.
19. **Height** field: enter the height of the roof.
20. **Radius (Dome Roof)** field: enter the radius of the roof if the roof is a dome roof.
21. Expand the **Tank Parameters-Shell Characteristics** panel.
22. **Shell Color/Shade** drop-down list : select the tank shell's color and shade.
23. **External Shell Condition** drop-down list: select the condition of the tank's shell.
24. Expand the **Tank Parameters-Breather Vent Settings** panel.
25. **Vacuum Setting** field: enter the breather vent's vacuum setting.
26. **Pressure Setting** field: enter the breather vent's pressure setting.
27. Click **Save** to save the source information.
28. Click the **Site Details** breadcrumb at the top of the screen to return to the **Site Details** screen.
29. Click the **Source Details** tab.
30. Select a source that is a HFR tank. The **Source Details** screen appears.
31. Notice that the tank parameter fields for horizontal fixed roof (HFR) tanks are somewhat different from vertical fixed roof (VFR) tanks, but you enter data in a similar manner.
32. Return to the **Sources** tab and select a source that is an EFR tank. Notice the difference in tank parameter fields.
33. Return to the **Sources** tab and select a source that is an IFR tank. Notice the difference in tank parameter fields.

Module 11: Select a Fuel or Material

The following procedure is used to select a fuel or material.

1. Click the **Fuel & Materials** tab.



Fuel & Materials Tab

2. Do one of the following:
   - **Options** column: click **Select** on the record you want to view. The **SCC Details** screen appears.
   - **Options** column: click **Delete** on a record you want to delete.
   - Click **Add** to add a fuel or material. The **Add SCC** panel appears. See Add a Fuel or Material.

The **SCC Details** screen, as with the **Source Details** screen, is divided into multiple tabs that contain categorized data for you to review and maintain fuel & materials data. These tabs will be covered later in the training.

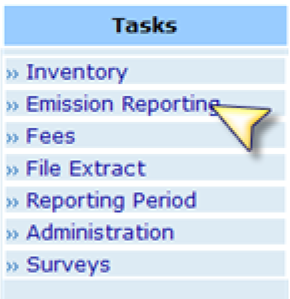
Exercise:

1. Click the **Fuel & Materials** tab.
2. Click **Select** on an SCC record. The **SCC Details** screen appears.

Module 12: Add a Fuel or Material

Access

Emission Reporting : Search Inventory : Site Details : Sources Tab : Source Details : Fuel & Materials Tab



1. Click **Emission Reporting** on the Navigation panel.
2. Search for and select a record. The **Site Details** screen appears.
3. Click the **Sources** tab.
4. Click **Select** in the **Options** column for the appropriate source. The **Source Details** screen appears.
5. Click the **Fuel & Materials** tab.

OR

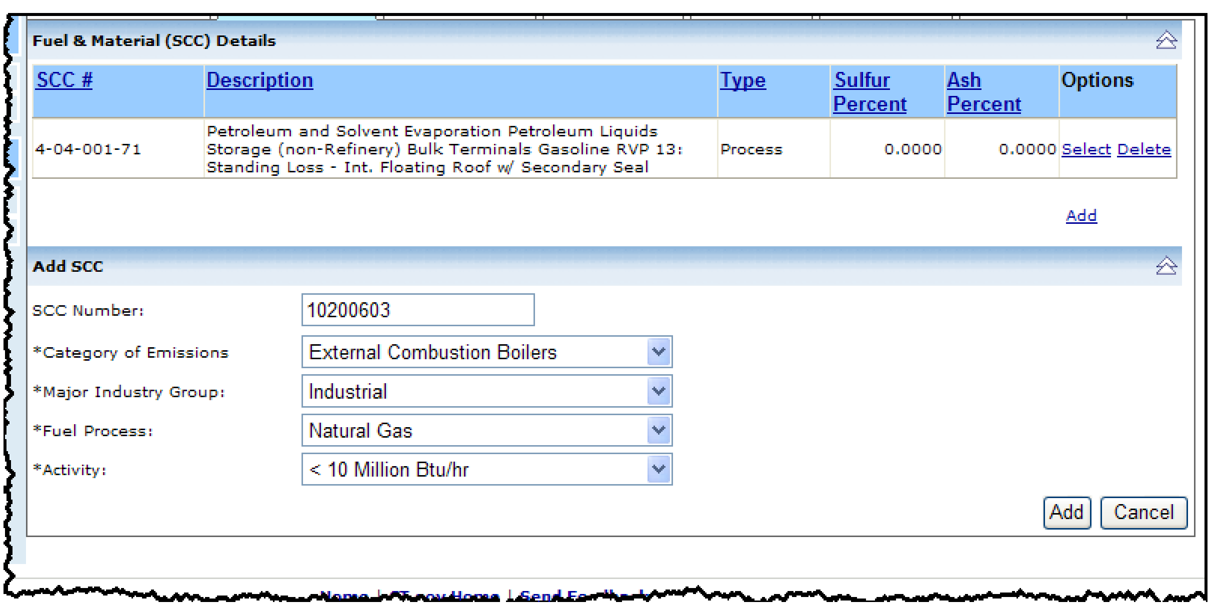
1. Click the **Inventory** tab.
2. Drill down through the directory tree and select the applicable source record. The **Source Details** screen appears.
3. Click the **Fuel & Materials** tab.

Not all of the navigation links shown under the **Tasks** section shown above are available to every user. Only links to tasks to which the user has access are visible.

Procedure

The following procedure is used to add a fuel or material.

1. Click **Add** on the **Fuel & Material (SCC) Details** panel. The **Add SCC** panel appears.



Add SCC Panel

2. **SCC Number** field: enter the source classification code (SCC) number for the fuel/material.
3. **Category of Emissions** drop-down list: select the emissions category for the fuel/material. This is a required field.
4. **Major Industry Group** drop-down list: select the site's major industry group. This is a required field.
5. **Fuel Process** drop-down list: select the fuel process. This is a required field.
6. **Activity** drop-down list: select the activity for which the fuel/material is used. This is a required field.
7. Do one of the following:
    - Click **Add** to add the new fuel/material to the source.
    - Click **Cancel** to cancel the new fuel material addition without saving the data.

Exercise:

1. Click **Add** on the **Fuel & Material (SCC) Details** panel. The **Add SCC** panel appears.
2. **SCC Number** field: enter the SCC number for the fuel/material.
3. **Category of Emissions** drop-down list: select the emissions category for the fuel/material.
4. **Major Industry Group** drop-down list: select the site's major industry group.
5. **Fuel Process** drop-down list: select the fuel process.
6. **Activity** drop-down list: select the activity for which the fuel/material is used.
7. Click **Add** to add the new fuel/material to the source.

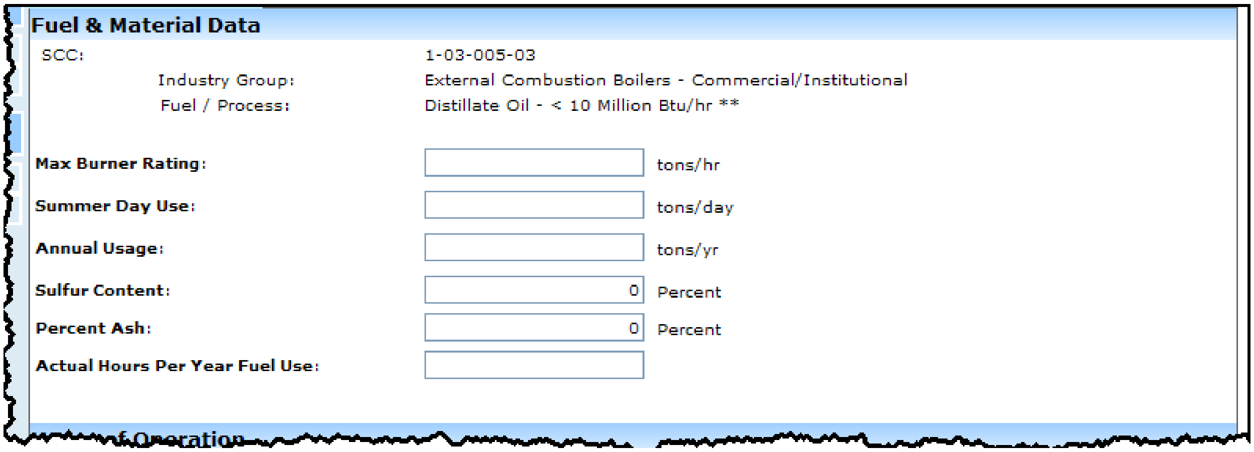
Module 13: Enter Fuel & Materials Details

The following procedure is used to enter fuel & materials details.

To add a note to a particular field, click the field label to display the appropriate fields to add a note. See Add a Note and/or Supporting Documentation, beginning on page 22. This applies only to fields appearing in blue.

Steps 5-10 apply to fuels only. Steps 11-14 apply to processes only.

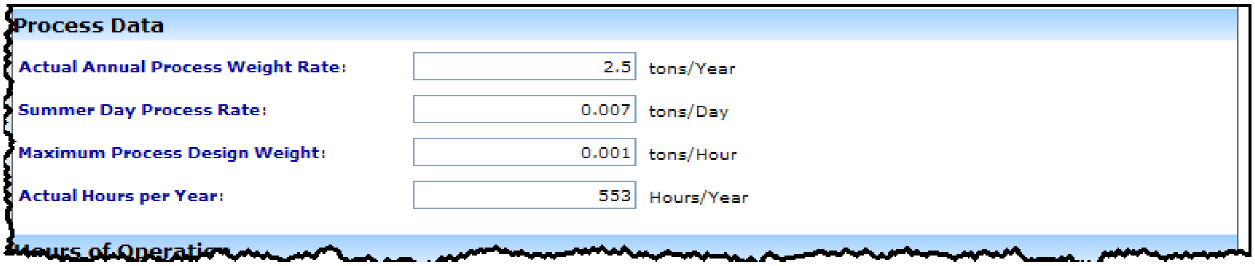
1. Access the **Fuel & Material Data** panel. (This panel is expanded by default.)



Fuel & Material Data Panel

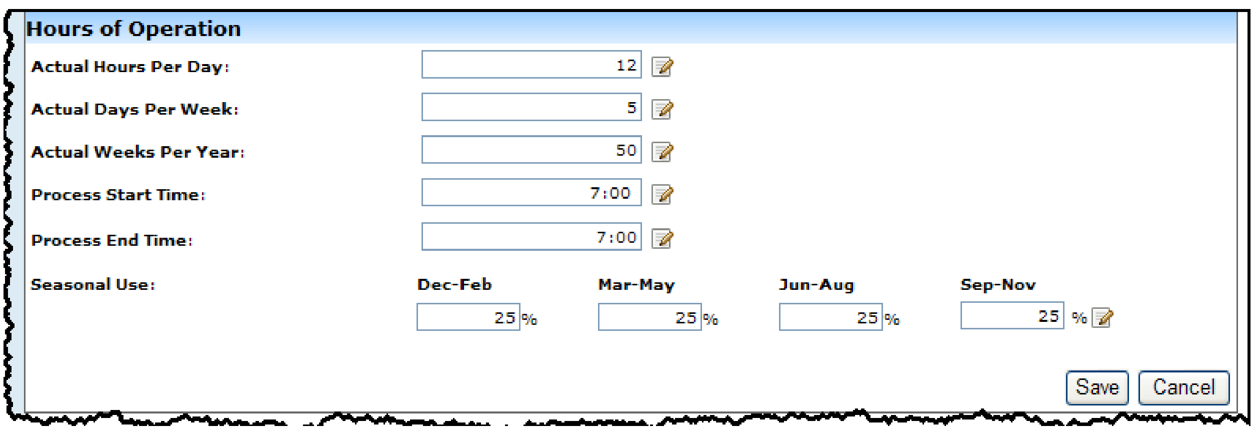
2. **SCC** field: system-populated.
3. **Industry Group** field: system-populated.
4. **Fuel / Process** field: system-populated.
5. **Max Burner Rating** field: enter the maximum burner rating of the fuel, in tons per hour.
6. **Summer Day Use** field: enter the summer day use amount of the fuel, in tons per day.
7. **Annual Usage** field: enter the annual usage amount of the fuel, in tons per year.
8. **Sulfur Content** field: enter the percentage of sulfur content in the fuel.
9. **Percent Ash** field: enter the percentage of ash produced by the fuel.
10. **Actual Hours per Year Fuel Use** field: enter the actual hours per year that the fuel is used.

11. Proceed to the **Process Data** panel.



Process Data Panel

12. **Actual Process Weight Rate** field: enter the actual annual process weight of the material, in tons per year.
13. **Summer Day Process Rate** field: enter the summer day (June through August) process rate of the material, in tons per day.
14. **Maximum Process Design Weight** field: enter the maximum process design weight of the material, in tons per year.
15. **Actual Hours per Year** field: enter the actual hours per year the material is processed.
16. Proceed to the **Hours of Operation** panel.



Hours of Operation Panel

17. **Actual Hours Per Day** field: enter the actual number of hours per day the fuel or material is used.
18. **Actual Days Per Week** field: enter the actual number days per week the fuel or material is used.
19. **Actual Weeks Per Year** field: enter the actual number of weeks per year the fuel or material is used.
20. **Process Start Time** field: enter the time that the fuel or material use starts.
21. **Process End Time** field: enter the time that the fuel or material use ends.
22. **Seasonal Use : Dec-Feb** field: enter the percentage of the total annual fuel/material used from December through February.

23. **Seasonal Use : Mar-May** field: enter the percentage of the total annual fuel/material used from March through May.
24. **Seasonal Use : Jun-Aug** field: enter the percentage of the total annual fuel/material used from June through August.
25. **Seasonal Use : Sep-Nov** field: enter the percentage of the total annual fuel/material used from September through November.
26. Do one of the following:
    - Click **Save** to save the fuel & material data updates.
    - Click **Cancel** to cancel the fuel & material data updates without saving the updated data.

The quarterly percentages in the Seasonal Use fields must total 100%.

<u>Exercise</u>:

1. Select a process from the **Fuel & Materials (SCC) List** panel on the **Fuel & Materials** tab of the **Source Details** screen. The **SCC Details** screen appears. The **Fuel & Materials Details** tab is the default view.
2. **SCC** field: system-populated.
3. **Industry Group** field: system-populated.
4. **Fuel / Process** field: system-populated.
5. **Max Burner Rating** field: enter the maximum burner rating of the fuel, in tons per hour.
6. **Summer Day Use** field: enter the summer day use amount of the fuel, in tons per day.
7. **Annual Usage** field: enter the annual usage amount of the fuel, in tons per year.
8. **Sulfur Content** field: enter the percentage of sulfur content in the fuel.
9. **Percent Ash** field: enter the percentage of ash produced by the fuel.
10. **Actual Hours per Year Fuel Use** field: enter the actual hours per year that the fuel is used.
11. Proceed to the **Process Data** panel.

    This panel appears only for process source types.
12. **Actual Process Weight Rate** field: enter the actual annual process weight of the material, in tons per year.
13. **Summer Day Process Rate** field: enter the summer day (June through August) process rate of the material, in tons per day.
14. **Maximum Process Design Weight** field: enter the maximum process design weight of the material, in tons per year.
15. **Actual Hours per Year** field: enter the actual hours per year the material is processed.
16. Proceed to the **Hours of Operation** panel.

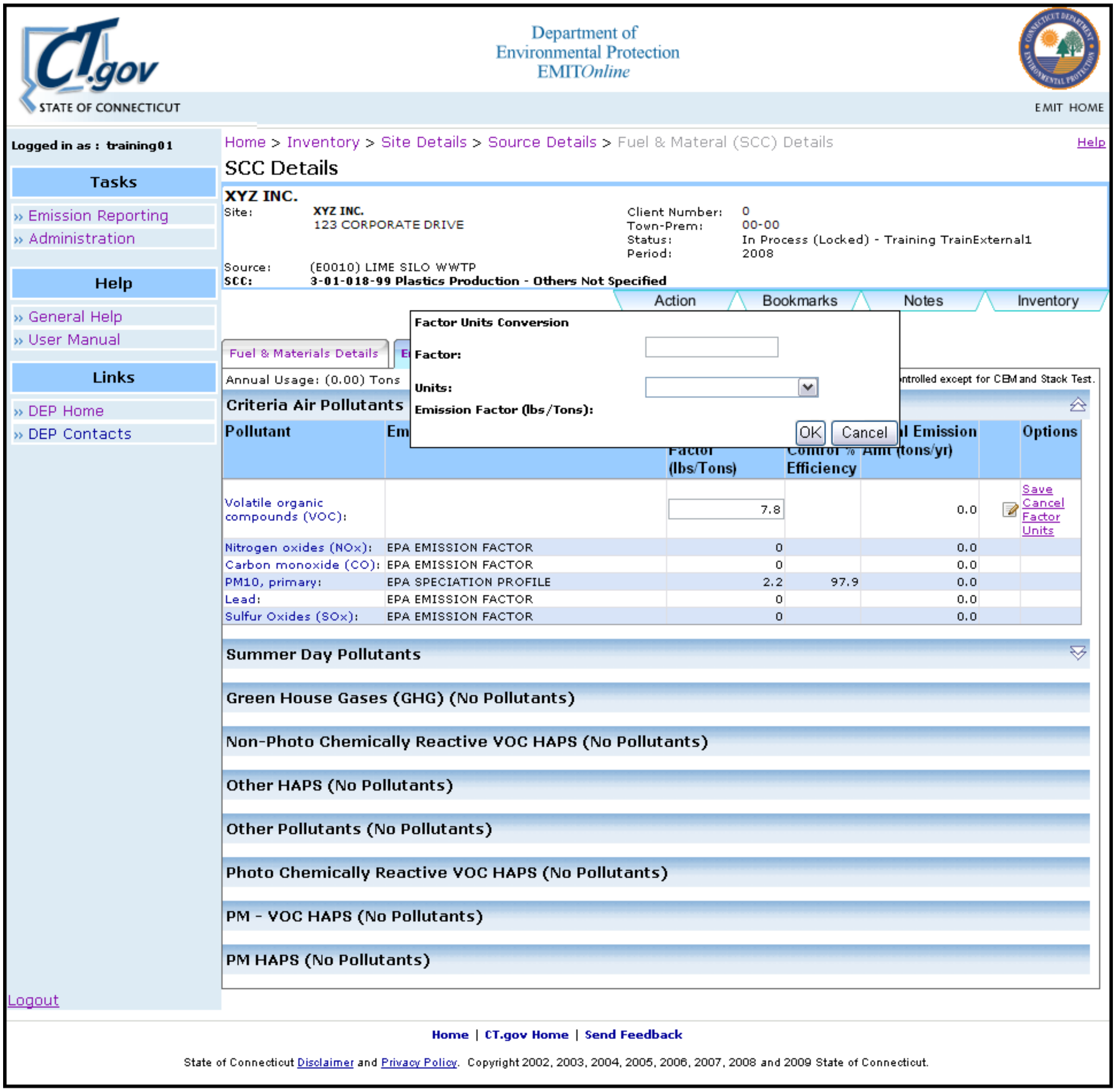
17. **Actual Hours Per Day** field: enter the actual number of hours per day the fuel or material is used.
18. **Actual Days Per Week** field: enter the actual number days per week the fuel or material is used.
19. **Actual Weeks Per Year** field: enter the actual number of weeks per year the fuel or material is used.
20. **Process Start Time** field: enter the time that the fuel or material use starts.
21. **Process End Time** field: enter the time that the fuel or material use ends.
22. **Seasonal Use : Dec-Feb** field: enter the percentage of the total annual fuel/material used from December through February.
23. **Seasonal Use : Mar-May** field: enter the percentage of the total annual fuel/material used from March through May.
24. **Seasonal Use : Jun-Aug** field: enter the percentage of the total annual fuel/material used from June through August.
25. **Seasonal Use : Sep-Nov** field: enter the percentage of the total annual fuel/material used from September through November.
26. Click **Save** to save the fuel & material data updates.

The quarterly percentages in the Seasonal Use fields must total 100%.

Module 14: Enter Emission Information

The following procedure is used to enter emission information.

1. Click the **Emission Information** tab to display the emission information.



Emissions Information Tab (Edit Mode with Factor Units Conversion Pop-up Window)

2. Access the **Criteria Pollutants** panel. (This panel is expanded by default.)

3. Select a criteria pollutant from the **Criteria Pollutants** grid and click **Edit**. The data for that pollutant can be edited.

4. **Emission Factor Origin** drop-down list: select the origin of the emissions factor.

5. **Emission Factor (lbs/tons)** field: enter the emission factor for the pollutant. Emission factors are uncontrolled except for CEM and Stack Test.

   The emission factor is not used in the following cases:

   - When the **Emission Factor Origin** is EPA Emission Factor, the system populates the emission factor from EPA AP-42.
   - When the **Emission Factor Origin** is CEMS -Continuous Emissions Monitoring System or Stack Test - After Control, the emission factor is not used. The user enters the actual emission amount in the **Actual Emission Amount** field.

   For information on emission factor calculations, see Emissions Calculations.

6. Click **Factor Units**. The **Factor Units Conversion** pop-up window appears.
7. **Factor** field: enter the emission factor of the pollutant, from Table 1.3-1. of the EPA AP-42.
8. **Units** drop-down list: select the factor units.
9. Do one of the following:
   - Click **OK** to save the updated factor units.
   - Click **Cancel** to close the **Factor Units Conversion** pop-up window without saving the data.
10. **Actual Emission Amount** field: enter the actual emission amount. This applies only if the **Emission Factor Origin** is CEMS - Continuous Emissions Monitoring System or Stack Test - After Control.
11. Do one of the following:
    - Click **Save** to save the pollutant updates.
    - Click **Cancel** to cancel the pollutants update without saving the updated data.
12. To add a note to the record, click the pollutant name to display the appropriate fields to add a note. See Add a Note and/or Supporting Documentation, beginning on page 22.
13. Repeat steps 3-12 as necessary for each pollutant.
14. Access additional pollutant panels and repeat the above procedure as necessary.

Exercise:

1. Click the **Emission Information** tab to display the emission information.
2. Access the **Criteria Pollutants** panel. (This panel is expanded by default.)
3. Select a pollutant from the **Criteria Pollutants** grid and click **Edit**. The data for that pollutant can now be edited.
4. **Emission Factor Origin** drop-down list: select **ENGINEERING JUDGMENT**.

5. **Emission Factor (lbs/tons)** field: leave blank.

   You can enter the emission factor, if known. For training purposes, the Factor Units Conversion function will be used to calculate the emission factor.

   For information on emission factor calculations, see Appendix B: Emissions Calculations in the EMIT User Guide.

6. Click **Factor Units**. The **Factor Units Conversion** pop-up window appears.

7. **Factor** field: enter the emission factor of the pollutant, from Table 1.3-1. of the EPA AP-42.

8. **Units** drop-down list: select the factor units.

9. Click **OK** to save the updated factor units.

10. **Emission Factor Origin** drop-down list: change the emission factor origin to **CEMS - CONTINUOUS EMISSIONS MONITORING SYSTEM OR STACK TEST - AFTER CONTROL**. Notice that the **Emission Factor** field is now blank and the **Actual Emission Amount** field can be edited.

10. **Actual Emission Amount** field: enter the actual emission amount.

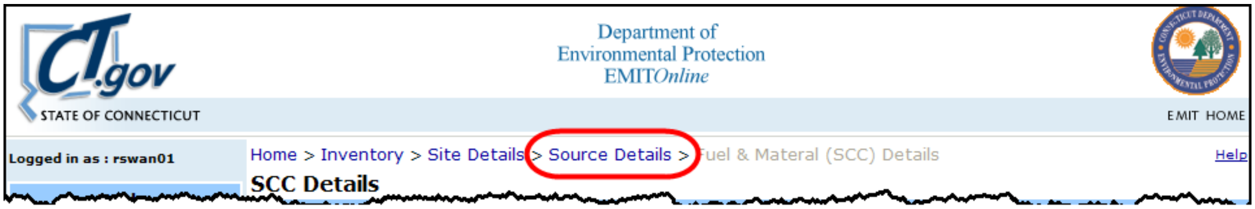
11. Click **Save** to save the pollutant updates.

12. To add a note to the record, click the pollutant name to display the appropriate fields to add a note. (This procedure was covered earlier in the training.)

Module 15: Enter Source to Stack Data

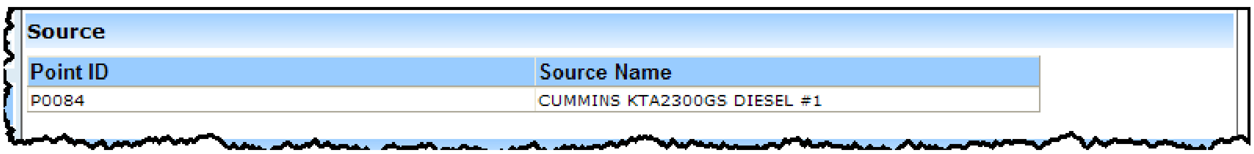
The following procedure is used to enter source-to-stack data.

1. Click the **Source Details** breadcrumb to display the **Source Details** screen.



Source Details Breadcrumb

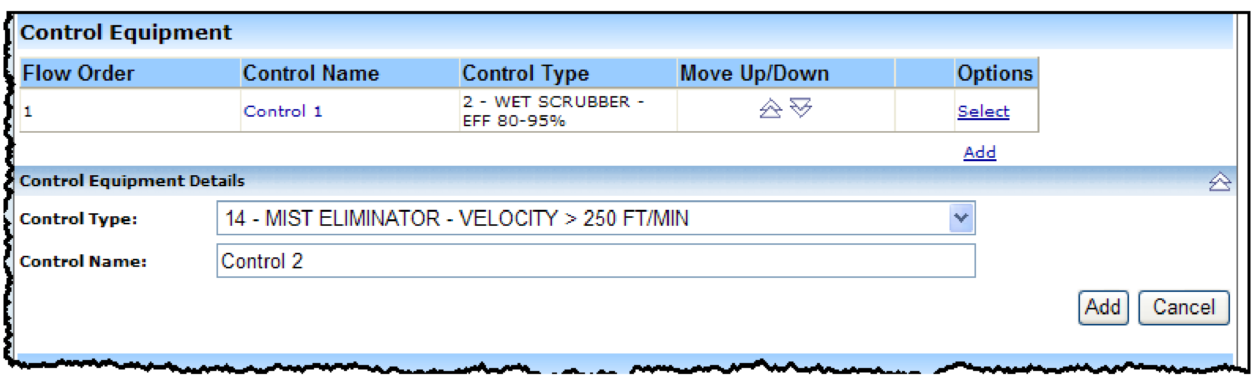
2. Click the **Source to Stack** tab to display the source-to-stack data.
3. Access the **Source** panel.



Source Panel

4. **Point ID** field: system populated.
5. **Source Name** field: system populated.
6. Select a control from the **Control** grid and click **<u>Select</u>**. The **Control Equipment Details** panel appears.

   To add a control, click **<u>Add</u>**. The **Control Equipment Details** panel appears with blank fields.



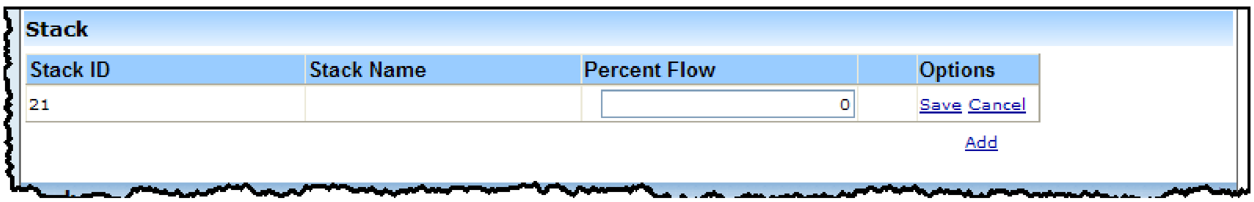
Control Equipment Details Panel

7. **Control Type** drop-down list: select the type of control.
8. **Control Name** field: enter the name of the control.

9. Do one of the following:
    - Click **Update** to update the control's data.
    - Click **Delete** to delete the control.
    - Click **Cancel** to cancel the control equipment transaction without saving the data.

    When adding a control, click **Add** to add the new control.

10. To add a note to a control, click the control name to display the appropriate fields to add a note. See Add a Note and/or Supporting Documentation, beginning on page 22.
11. For multiple controls, if needed, click the up arrow (⏶) or down arrow (⏷) on a control record to move it up or down in the flow order.
12. Select a stack from the **Stack** panel and click **Edit**. The **Percent Flow** field can be edited.



Stack Panel

13. **Percent Flow** field: enter the percentage of emissions flow through the stack. If there is one stack, the flow must equal 100%. If there are multiple stacks, the sum of the flow must equal 100%.
14. Do one of the following:
    - Click **Save** to save the flow percentage update.
    - Click **Cancel** to cancel the flow percentage update without saving the updated data.
15. Repeat steps 12-14 as needed for additional stacks.
16. Click **Save Percent Flow** to save the flow percentages for all of the stacks.

    This button appears and must be clicked even if there is only one stack.

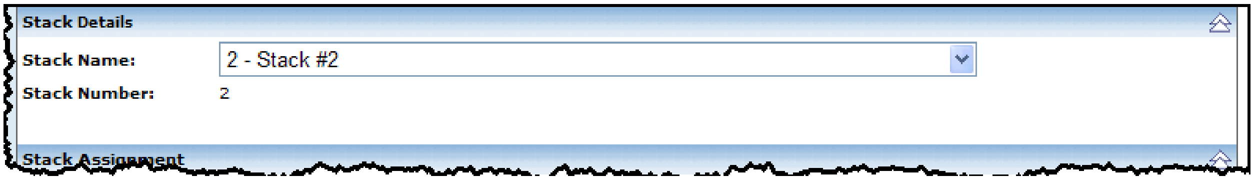
    The total flow percentage for all stacks must total 100%.

17. To add a note to a stack, click the stack name to display the appropriate fields to add a note. See Add a Note and/or Supporting Documentation, beginning on page 22.
18. Select a stack from the **Stack** panel and click **Select**. The **Stack Details**, **Stack Assignment**, and **Stack Information** panels appear.

    To add a stack, click **Add**. The **Stack Details**, **Stack Assignment**, and **Stack Information** panels appear with blank fields.

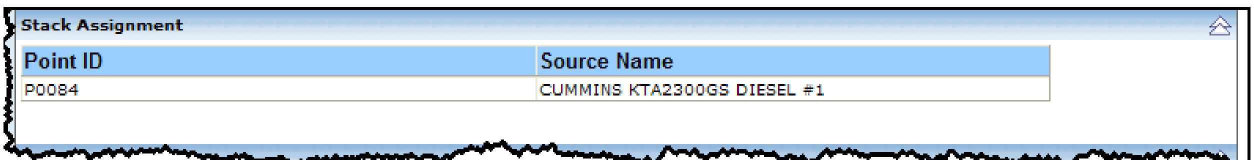
19. To add a note to the record, click the stack name to display the appropriate fields to add a note. See Add a Note and/or Supporting Documentation, beginning on page 22.

20. Expand the **Stack Details** panel.



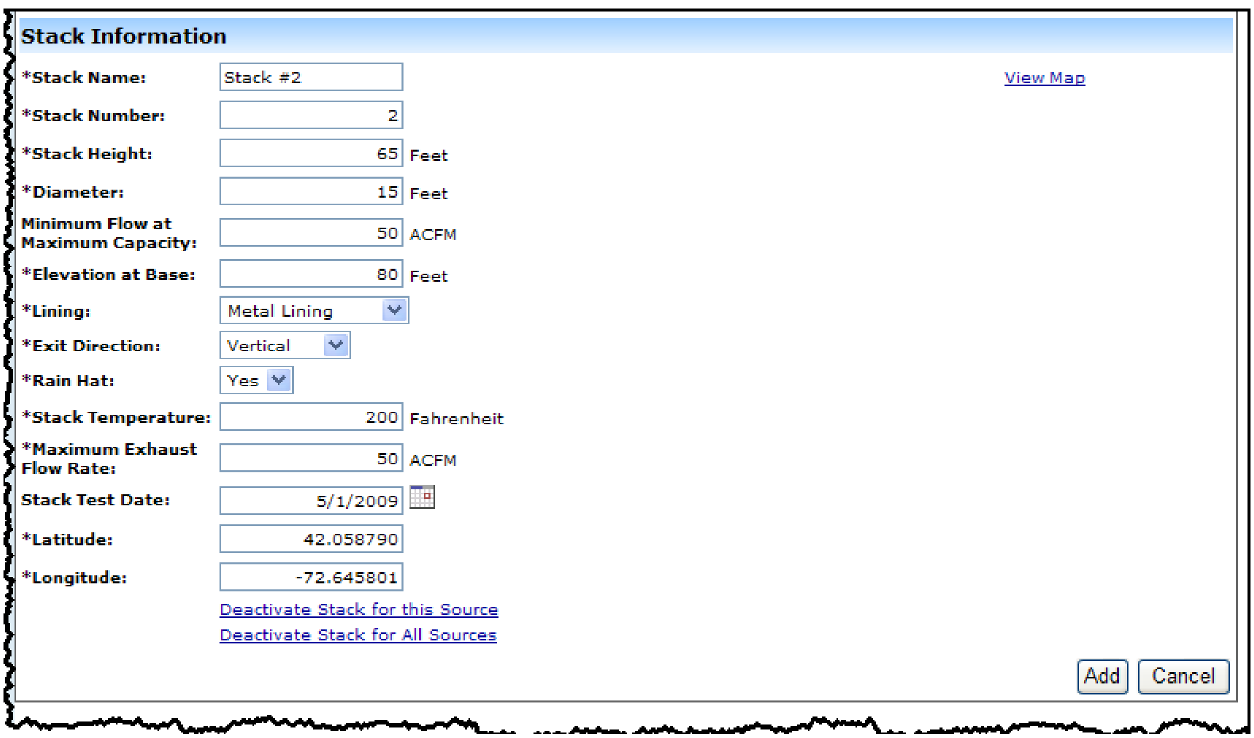
Stack Details Panel

21. **Stack Name** drop-down list: select the stack name.
22. **Stack Number** field: system-populated.
23. Expand the **Stack Assignment** panel to view the system-populated stack assignment data.



Stack Assignment Panel

24. Expand the **Stack Information** panel.



Stack Information Panel

25. If necessary, click **View Map** to launch the SIMS viewer with the location of the site indicated on the map. If you have privileges on the SIMS system to change site information, you can select another location for the site (longitude and latitude) that will update the SIMS database.
26. **Stack Name** field: enter the name of the stack. This is a required field.
27. **Stack Number** field: enter the stack number. This is a required field.
28. **Stack Height** field: enter the stack's height, in feet.
29. **Diameter** field: enter the diameter of the stack, in feet. This is a required field.
30. **Minimum Flow at Maximum Capacity** field: enter the minimum flow of the emissions through the stack at its maximum capacity, in actual cubic feet per minute (ACFM). This is a required field.
31. **Elevation at Base** field: enter the elevation of the stack at its base, in feet. This is a required field.
32. **Lining** drop-down list: select the stack's lining type. This is a required field.
33. **Exit Direction** drop-down list: select the direction of the emissions exiting from the stack. This is a required field.
34. **Rain Hat** drop-down list: select if the stack has a rain hat (Yes or No). This is a required field.
35. **Stack Temperature** field: enter the temperature of the stack, in degrees Fahrenheit. This is a required field.
36. **Maximum Exhaust Flow Rate** field: enter the maximum flow rate of the exhaust from the stack, in actual cubic feet per minute (ACFM). This is a required field.
37. **Stack Test Date** drop-down calendar: select the date the stack was tested.
38. **Latitude** field: enter the stack's north-south latitude location. This is a required field.
39. **Longitude** field: stack's east-west longitude location. This is a required field.
40. Click **Deactivate Stack for this Source** to deactivate the stack from the selected source, if necessary.
41. Click **Deactivate Stack for All Sources** to deactivate the stack from all sources for the site, if necessary.
42. Do one of the following:
    - Click **Update** to update the stack data.
    - Click **Cancel** to cancel the stack transaction without saving the data.

    When adding a stack, click **Add** to add the new stack.

Exercise:

1. Click the **Source Details** breadcrumb to display the **Source Details** screen.
2. Click the **Source to Stack** tab to display the source-to-stack data.

3. Notice that the data in the **Source** panel is read-only.
3. Access the **Control Equipment** panel.
4. Click **Add**. The **Control Equipment Details** panel appears.

   To edit an existing control, click **Select**. The **Control Equipment Details** panel appears with system-populated fields that can be edited.

5. **Control Type** drop-down list: select the control type.
6. **Control Name** field: enter the name of the control.
7. Click **Add** to update the control's data.

   When editing a control, click **Update** to update the control data.

8. To add a note to a control, click the control name to display the appropriate fields to add a note. (This was covered earlier in the training.)
9. Notice the **Move Up/Down** column. If needed, you can click the up arrow (⏶) or down arrow (⏷) on a control record to move it up or down in the flow order.
10. Select a stack from the **Stack** panel and click **Edit**. The **Percent Flow** field can be edited.
11. **Percent Flow** field: enter the percentage of emissions flow through the stack. If there is one stack, the flow must equal 100%. If there are multiple stacks, the sum of the flow must equal 100%.
12. Click **Save** to save the flow percentage update.
13. Click **Save Percent Flow** to save the flow percentages for all of the stacks.

    This button appears and must be clicked even if there is only one stack.

    The total flow percentage for all stacks must total 100%.

14. To add a note to a stack, click the stack name to display the appropriate fields to add a note. (This was covered earlier in the training.)
15. Click **Add**. The **Stack Details**, **Stack Assignment**, and **Stack Information** panels appear.

    To edit an existing stack, click **Select**. The **Stack Details**, **Stack Assignment**, and **Stack Information** panels appear with system-populated fields that can be edited.

16. Expand the **Stack Details** panel.
17. **Stack Name** drop-down list: select the stack name.
18. **Stack Number** field: system-populated.
19. Expand the **Stack Assignment** panel to view the system-populated stack assignment data.

20. Expand the **Stack Information** panel.
21. Notice the **View Map** link. This link is used to launch the SIMS viewer with the location of the site indicated on the map. If you have privileges on the SIMS system to change site information, you can select another location for the site (longitude and latitude) that will update the SIMS database. For training purposes, skip this step.
22. **Stack Name** field: enter the name of the stack.
23. **Stack Number** field: enter the stack number.
24. **Stack Height** field: enter the height of the stack.
25. **Diameter** field: enter the stack's diameter.
26. **Minimum Flow at Maximum Capacity** field: enter the minimum flow of the emissions through the stack at its maximum capacity, in actual cubic feet per minute (ACFM).
27. **Elevation at Base** field: enter the elevation of the stack at its base, in feet.
28. **Lining** drop-down list: select the stack's lining type.
29. **Exit Direction** drop-down list: select the direction of the emissions exiting from the stack.
30. **Rain Hat** drop-down list: select Yes if the stack has a rain hat. Otherwise, select No.
31. **Stack Temperature** field: enter the temperature of the stack, in degrees Fahrenheit.
32. **Maximum Exhaust Flow Rate** field: enter the maximum flow rate of the exhaust from the stack, in actual cubic feet per minute (ACFM).
33. **Stack Test Date** drop-down calendar: select the date the stack was tested.
34. **Latitude** field: enter the stack's latitudinal coordinates.
35. **Longitude** field: enter the stack's longitudinal coordinates.
36. Click **Add** to update the stack data.

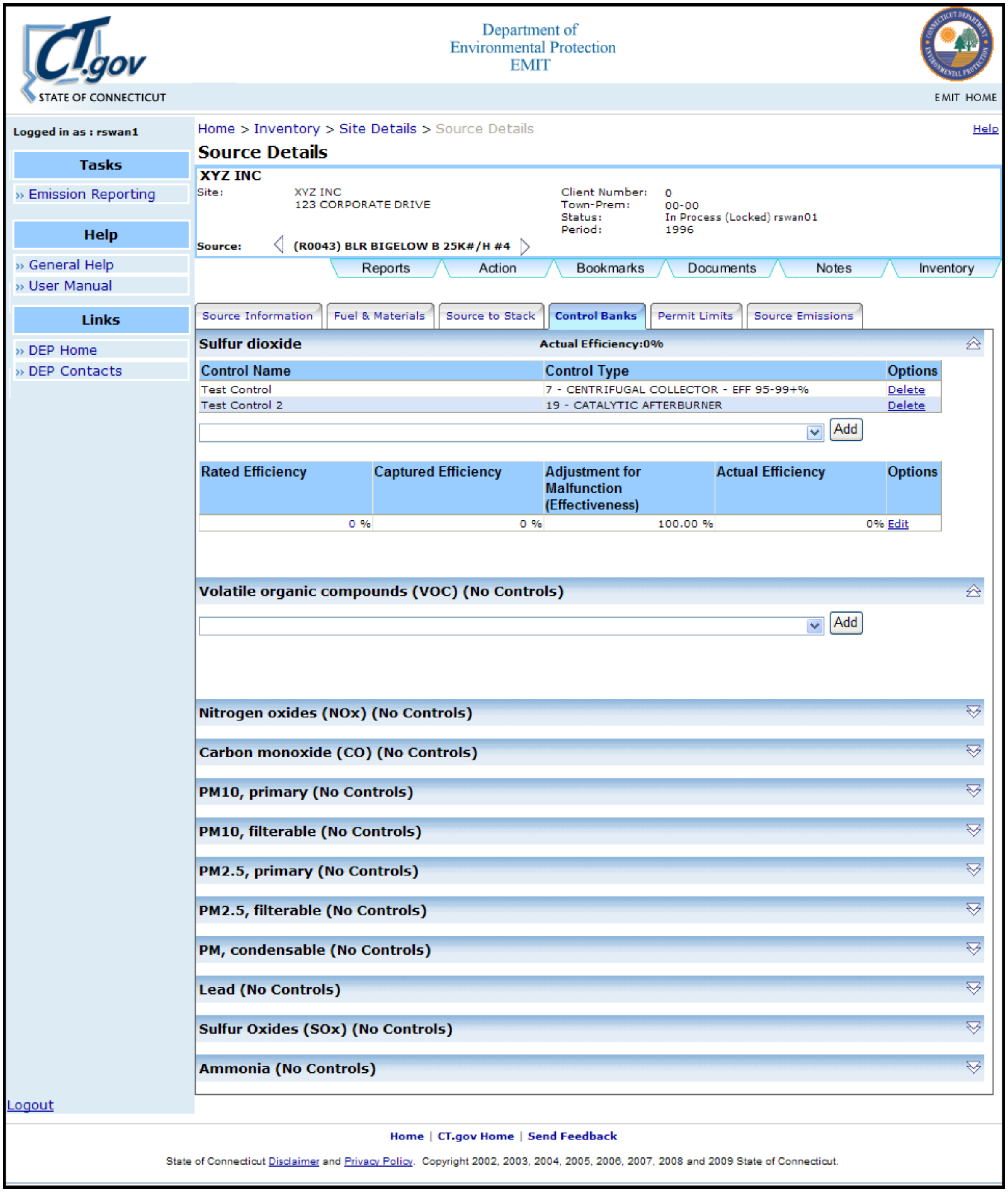
    When editing a stack, click **Update** to update the stack data.

Module 16: Enter Control Banks Data

The following procedure is used to enter control banks data.

There are 12 types of pollutants that have control banks. While not all of them may pertain to a particular source, the procedure for adding and maintaining a control bank is the same for each pollutant.

1. Click the **Control Banks** tab to display the control banks data.



2. To add a control, select a control name from the drop-down list and then click **Add**. A new control record appears in the **Control** and **Efficiency** grids.

   The **Control** and **Efficiency** grids appear only if at least one control exists.

3. To delete a control, click **Delete** in the **Options** column of the control to be deleted.
4. In the **Efficiency** grid, click **Edit** in the **Options** column of the control to be edited.
5. **Rated Efficiency** field: enter the rated efficiency of the control.
6. **Captured Efficiency** field: enter the captured efficiency of the control.
7. **Adjustment for Malfunction (Effectiveness)** field: enter the effectiveness of the control, adjusted for any malfunctions.
8. **Actual Efficiency** field: system-calculated and populated.
9. Do one of the following:
   - Click **Save** to save the control efficiency data.
   - Click **Cancel** to cancel the control efficiency data update without saving the updated data.
10. To add a note to a rated efficiency percentage, click the rated efficiency percentage to display the appropriate fields to add a note. See Add a Note and/or Supporting Documentation, beginning on page 22.
11. In the **Speciated** grid, click **Edit** in the **Options** column of the pollutant to be edited.
12. **Pollutant Code** field: system-populated.
13. **Pollutant Name** field: system-populated.
14. **Pollutant Category** field: system-populated.
15. **Rated Efficiency** field: enter the rated efficiency of the control.
16. **Captured Efficiency** field: enter the captured efficiency of the control.
17. **Adjustment for Malfunction (Efficiency)** field: enter the effectiveness of the control, adjusted for any malfunctions.
18. **Actual Efficiency** field: system-calculated and populated.
19. Do one of the following:
   - Click **Save** to save the speciated pollutant data.
   - Click **Cancel** to cancel the speciated pollutant data updates without saving the updated data.
20. Repeat the above procedure as needed for additional pollutant categories.

Exercise:

1. Click the **Control Banks** tab to display the control banks data.
2. In the **Efficiency** grid, select a control and click **Edit**.

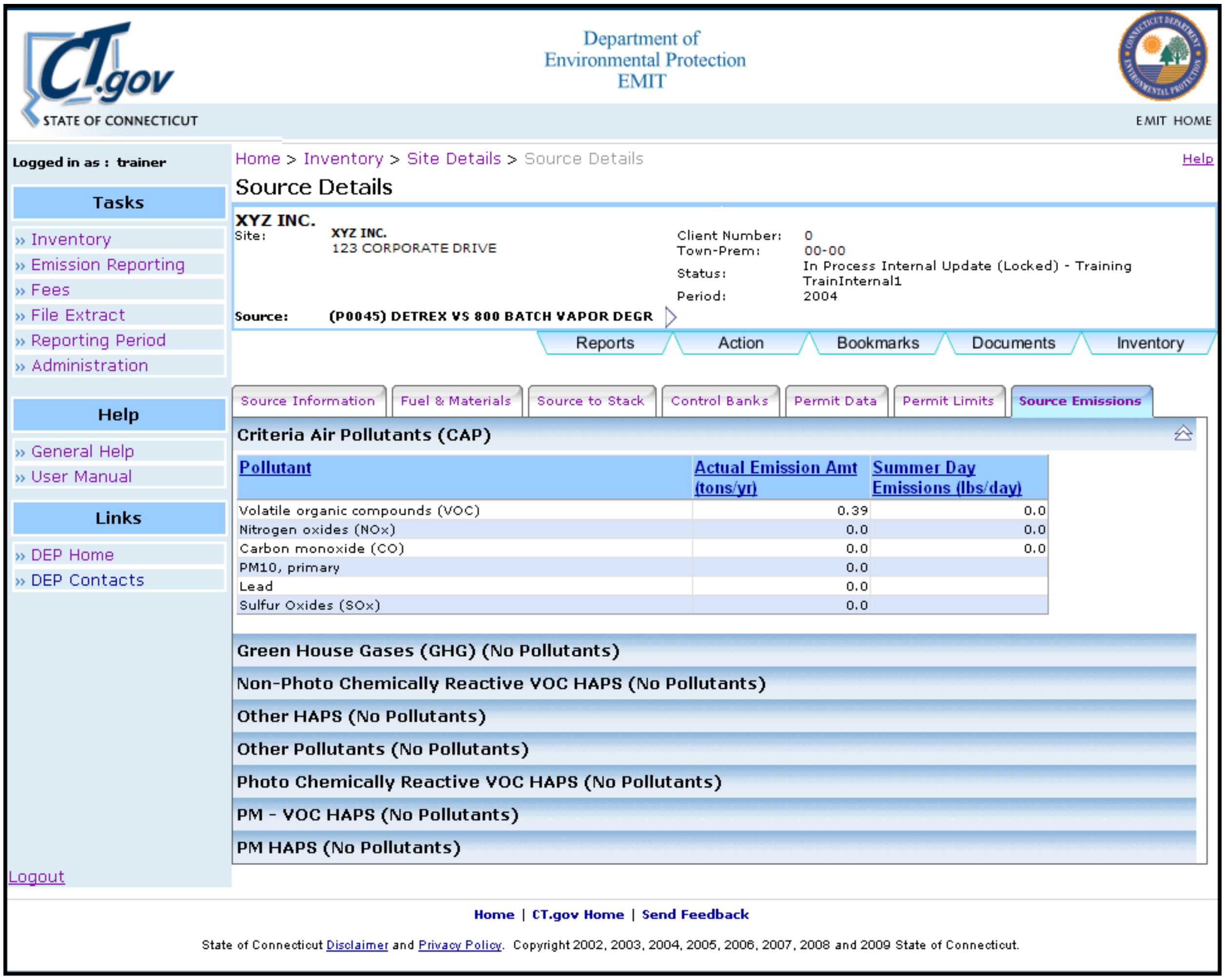
3. **Rated Efficiency** field: enter the rated efficiency of the control.
4. **Captured Efficiency** field: enter the captured efficiency of the control.
5. **Adjustment for Malfunction (Effectiveness)** field: enter the effectiveness of the control, adjusted for any malfunctions.
6. **Actual Efficiency** field: system-calculated and populated.
7. Click **Save** to save the control efficiency data.
8. In the **Speciated** grid, select a pollutant and click **Edit**.
9. **Pollutant Code** field: system-populated.
10. **Pollutant Name** field: system-populated.
11. **Pollutant Category** field: system-populated.
12. **Rated Efficiency** field: enter the rated efficiency of the control.
13. **Captured Efficiency** field: enter the captured efficiency of the control.
14. **Adjustment for Malfunction (Effectiveness)** field: enter the effectiveness of the control, adjusted for any malfunctions.
15. **Actual Efficiency** field: system-calculated and populated.
16. Click **Save** to save the speciated pollutant data.

Module 17: View Source Emissions Data

The following procedure is used to maintain source emissions data.

There are 11 types of pollutants that have source emissions. While not all of them may pertain to a particular source, the procedure for viewing source emissions is the same for each pollutant.

1. Click the **Source Emissions** tab to display the source emissions data.



Source Emissions Tab

2. Expand a panel to view the system-populated pollutants for that panel. (The **Criteria Pollutants** panel is expanded by default.

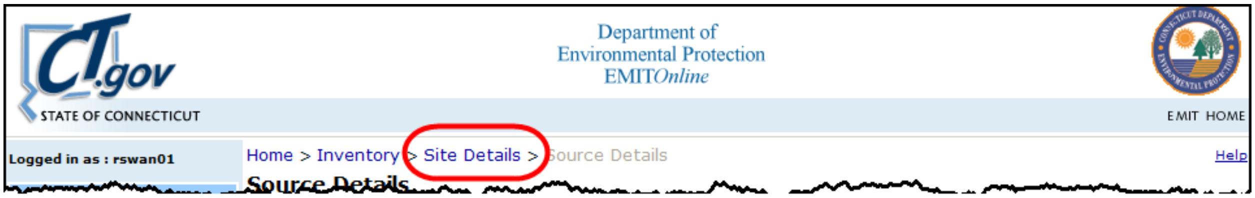
   The **Summer Day Emissions (lbs/day)** field appears only for criteria pollutants.

3. Repeat the above procedure as needed to view additional pollutant categories.

Module 18: Enter Miscellaneous Emissions Data

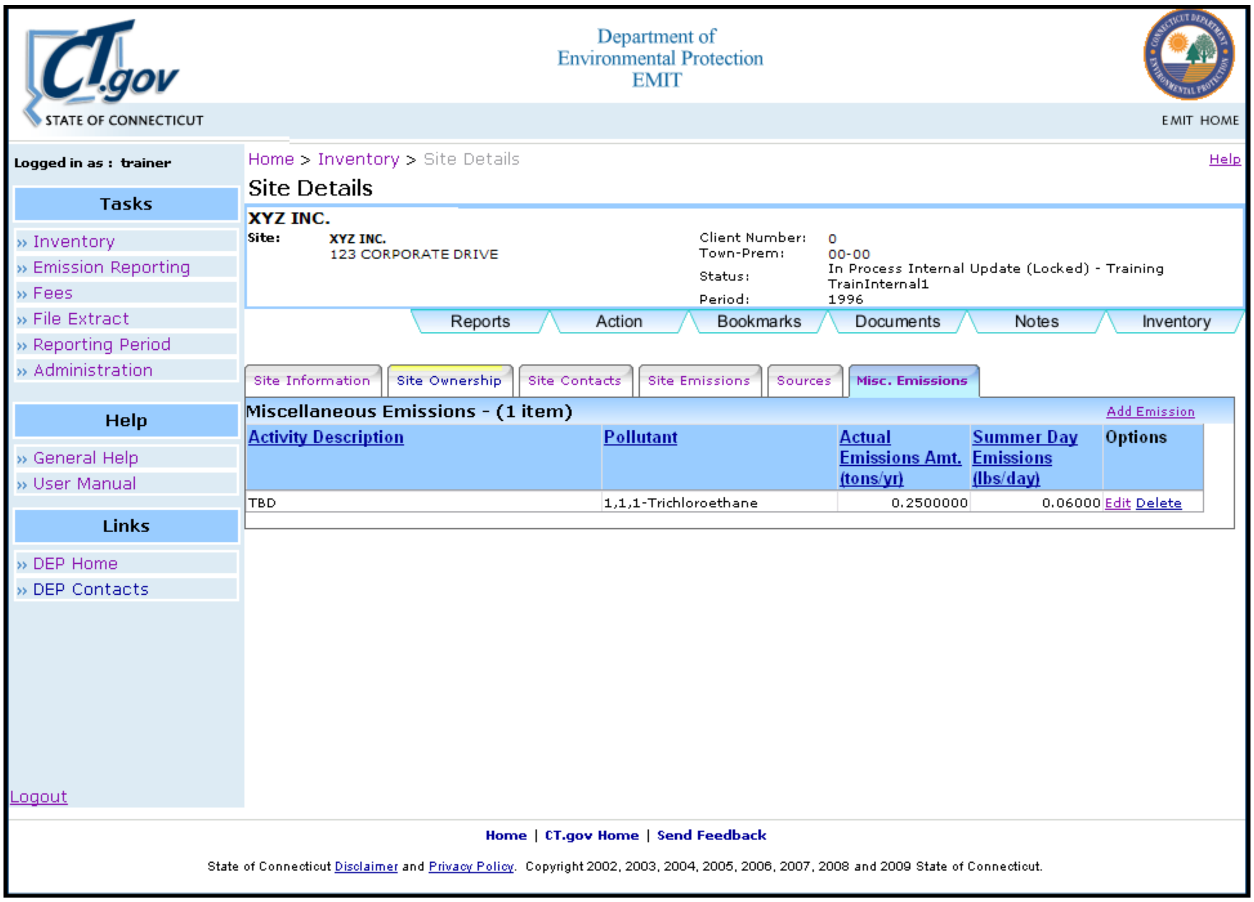
Perform the following procedure to enter miscellaneous emissions data.

1. Click the **Site Details** breadcrumb to return to the **Site Details** screen.



Site Details Breadcrumb

2. Click the **Misc. Emissions** tab to display the miscellaneous emissions data.

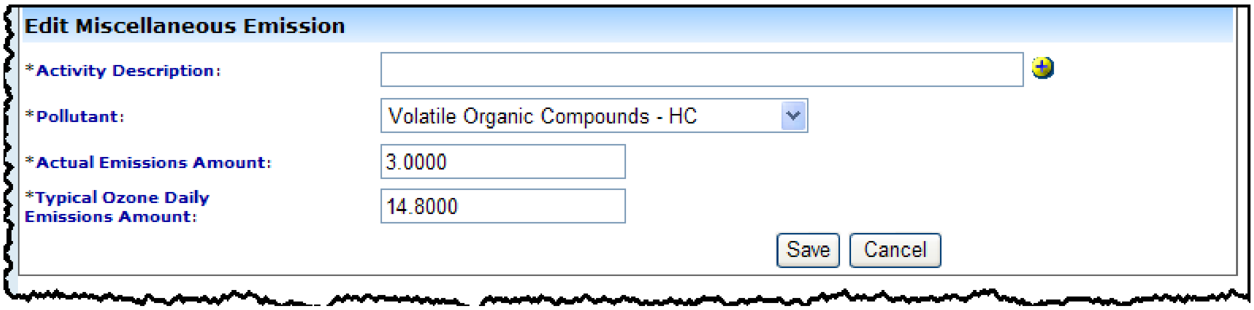


Misc. Emissions Tab

3. Select a miscellaneous emission record from the **Miscellaneous Emissions** grid and click **Edit**. The **Edit Miscellaneous Emissions** panel appears.

   To add a miscellaneous emission record, click **Add Emission** in the title bar of the **Miscellaneous Emissions** panel. The **Add Miscellaneous Emissions** panel appears with blank fields. This panel contains the same fields as the **Edit Miscellaneous Emissions** panel.

   To delete a miscellaneous emissions record, click **Delete** in the **Options** column of the record to be deleted.



Edit Miscellaneous Emission Panel

4. **Activity Description** field: do one of the following:
   - Enter the description of the activity causing the emissions.
   - Click the plus sign (+) icon at the right of the **Activity Description** field to select an existing activity in the system database.

   This is a required field.

5. **Pollutant** drop-down list: select the name of the pollutant. This is a required field.

6. **Actual Emissions Amount** field: enter the actual emission amount of the pollutant, in tons per year. This is a required field.

7. **Typical Ozone Daily Emissions Amount** field: enter the amount of ozone emitted during a typical day, in pounds per day. This is a required field.

8. Do one of the following:
   - Click **Save** to save the miscellaneous emissions data.
   - Click **Cancel** to cancel the miscellaneous emissions data updates without saving the updated data.

   When adding a miscellaneous emissions record, click **Add** to add the new pollutant.

Exercise:

1. Click the **Site Details** breadcrumb to display the **Site Details** screen.
2. Click the **Misc. Emissions** tab to display the miscellaneous emissions data.

3. Click **Add Emission** in the title bar of the **Miscellaneous Emissions** panel. The **Add Miscellaneous Emissions** panel appears.

   To edit a miscellaneous emission record, click **Edit** in the **Options Column** on the **Miscellaneous Emissions** grid. The **Edit Miscellaneous Emissions** panel appears with system-populated fields that can be edited.

4.
   - **Activity Description** field: click the plus sign (+) icon at the right of the field to select an existing activity in the system database.

5. **Pollutant** drop-down list: select a pollutant.

6. **Actual Emissions Amount** field: enter the actual emission amount of the pollutant, in tons per year.

7. **Typical Ozone Daily Emissions Amount** field: enter the amount of ozone emitted during a typical day, in pounds per day.

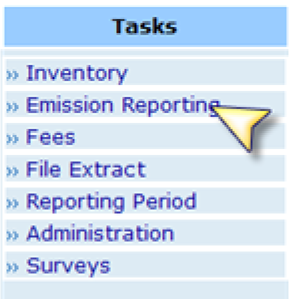
8. Click **Save** to save the miscellaneous emissions data.

   When editing a miscellaneous emissions record, click **Save** to save the updated pollutant data.

Module 19: Submit an Emissions Report

Access

Emission Reporting : Search Inventory : Site Details : Site Information Tab



1. Click **Emission Reporting** on the Navigation panel.
2. Search for and select a record. The **Site Details** screen appears. The **Site Information** tab is the default view.

OR

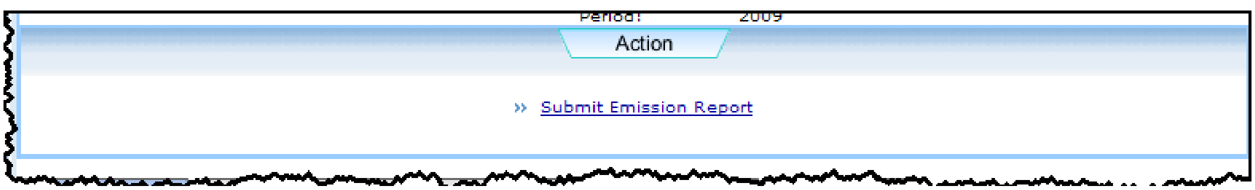
1. Click the **Inventory** tab.
2. Drill down through the directory tree and select the applicable site record. The **Site Details** screen appears. The **Site Information** tab is the default view.

Not all of the navigation links shown under the **Tasks** section shown above are available to every user. Only links to tasks to which the user has access are visible.

Procedure

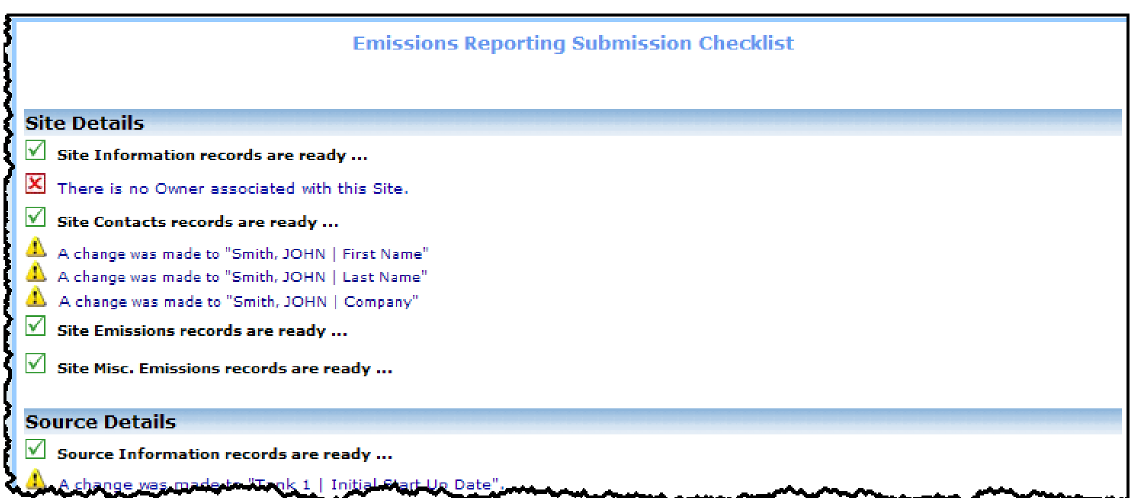
The following procedure is used to submit an Emissions Report.

1. Click the **Action** tab. The **Action** panel appears.



Action Tab

2. Click **Submit Emission Report**. The **Emissions Reporting - Submission** screen appears and displays the **Emissions Reporting Submission Checklist**.



Emissions Reporting Submission Checklist

The **Emissions Reporting Submission Checklist** provides a list of valid records, errors, and/or warnings about the site. The following icons appear at the beginning of each line.

Icon	Definition
Valid	This area of the system has valid data without any warnings.
Error	This area of the system has critical data errors that prevent the submission process from continuing until the errors are corrected.
Warning	This area of the system has potential data problems that do not prevent the submission process from continuing, but should be noted.

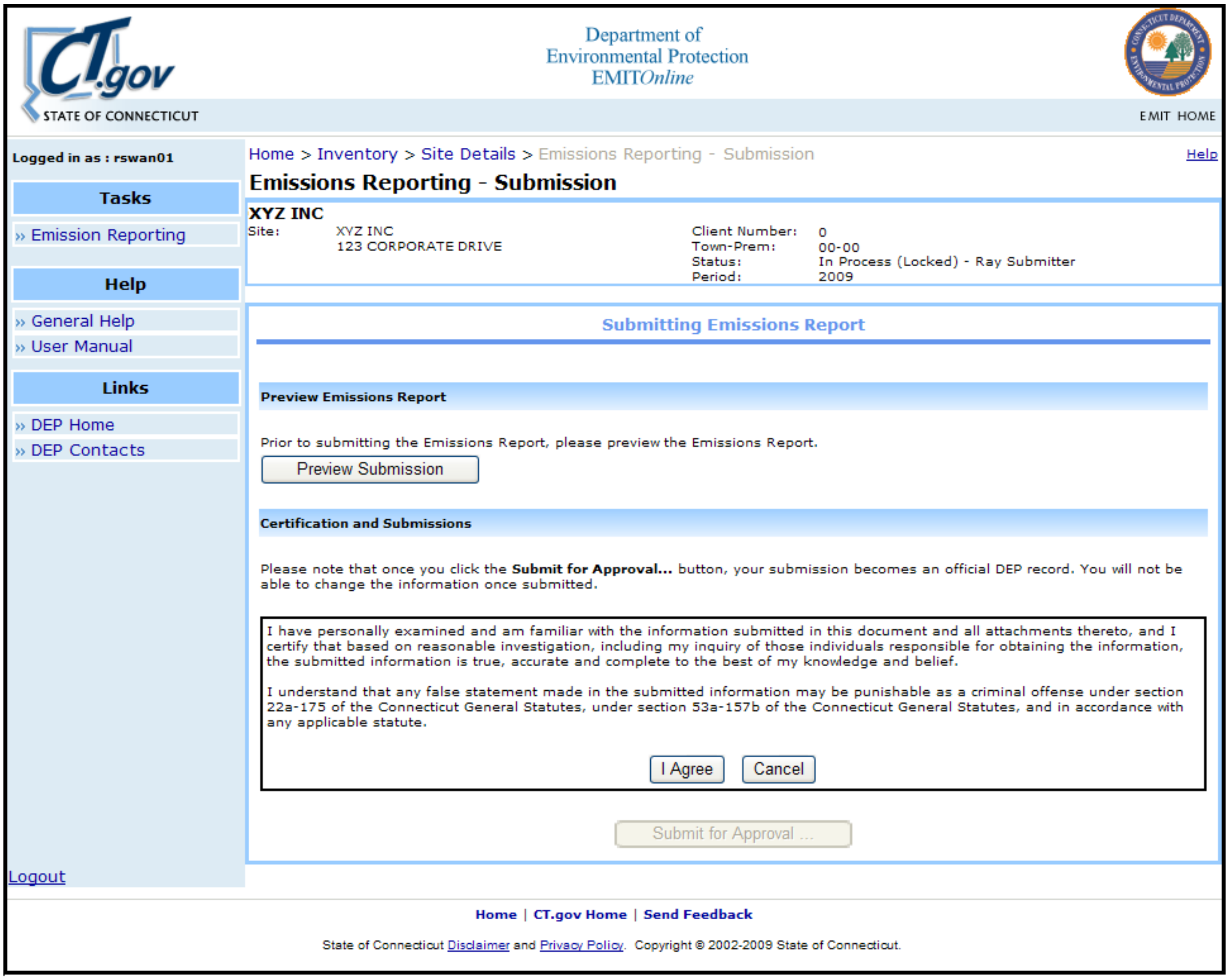
A brief description of the error or warning appears next to the icon. Clicking this message displays the corresponding record within the appropriate screen and tab. Each area in the checklist is broken up first by screen (Site Details, Source Details and SCC Details) and then by the tabs within the screen.

Follow the steps below as appropriate.

3. Click an error message ( ) or a warning message ( ) to display the corresponding record.
4. For error messages, make the necessary corrections. For warning messages, review the data and make changes if needed.
5. Repeat steps 1-4 as necessary to view additional error or warning messages.

Emissions Reporting Submission Checklist

6. When all error messages have been corrected and cleared, and all warning messages have been reviewed, do one of the following:
   - Click **Accept >>** to proceed to the next **Emissions Reporting - Submission** screen. Proceed to the next step.
   - Click **Cancel** to cancel the Emissions Report submission process. The changes made on the Emissions Report up to this point are valid, enabling you to continue the process from this point at a later time.

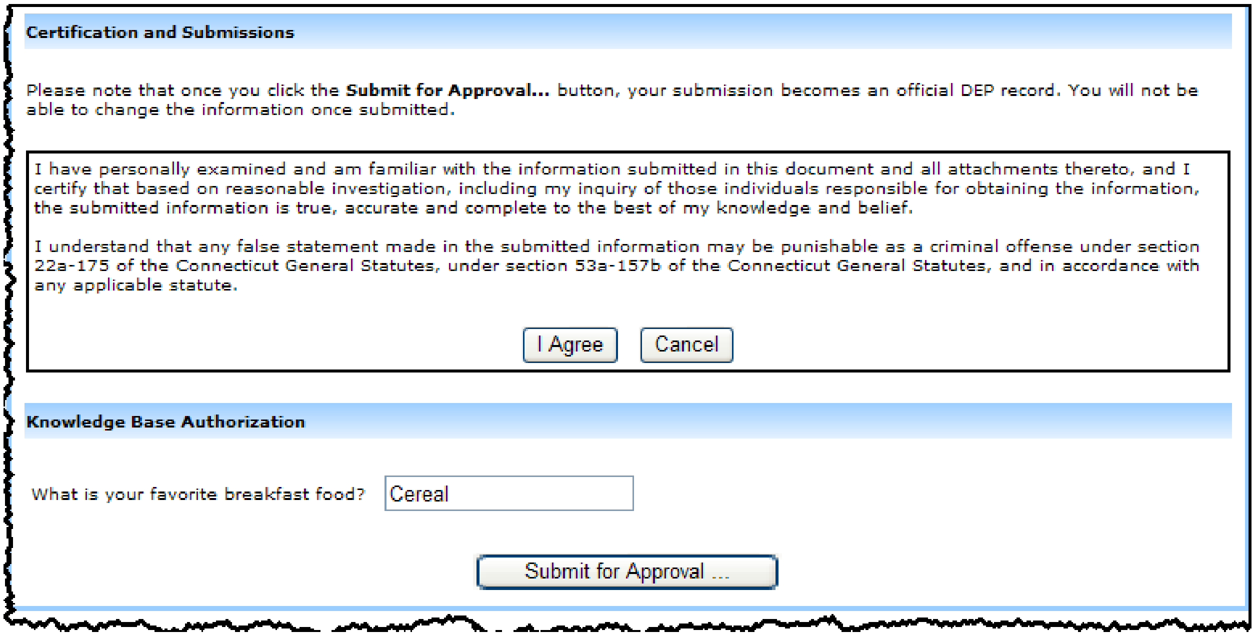


Emissions Reporting - Submission Screen 2

7. Click **Preview Submission**. A preview copy of the Emissions Report, in PDF format, appears in a separate browser window.
8. Review the Emissions Report to ensure that all data is correct. If not, follow steps 1-7 above as necessary.

   You can print and/or save the report using the standard controls found on the Adobe Reader toolbar.

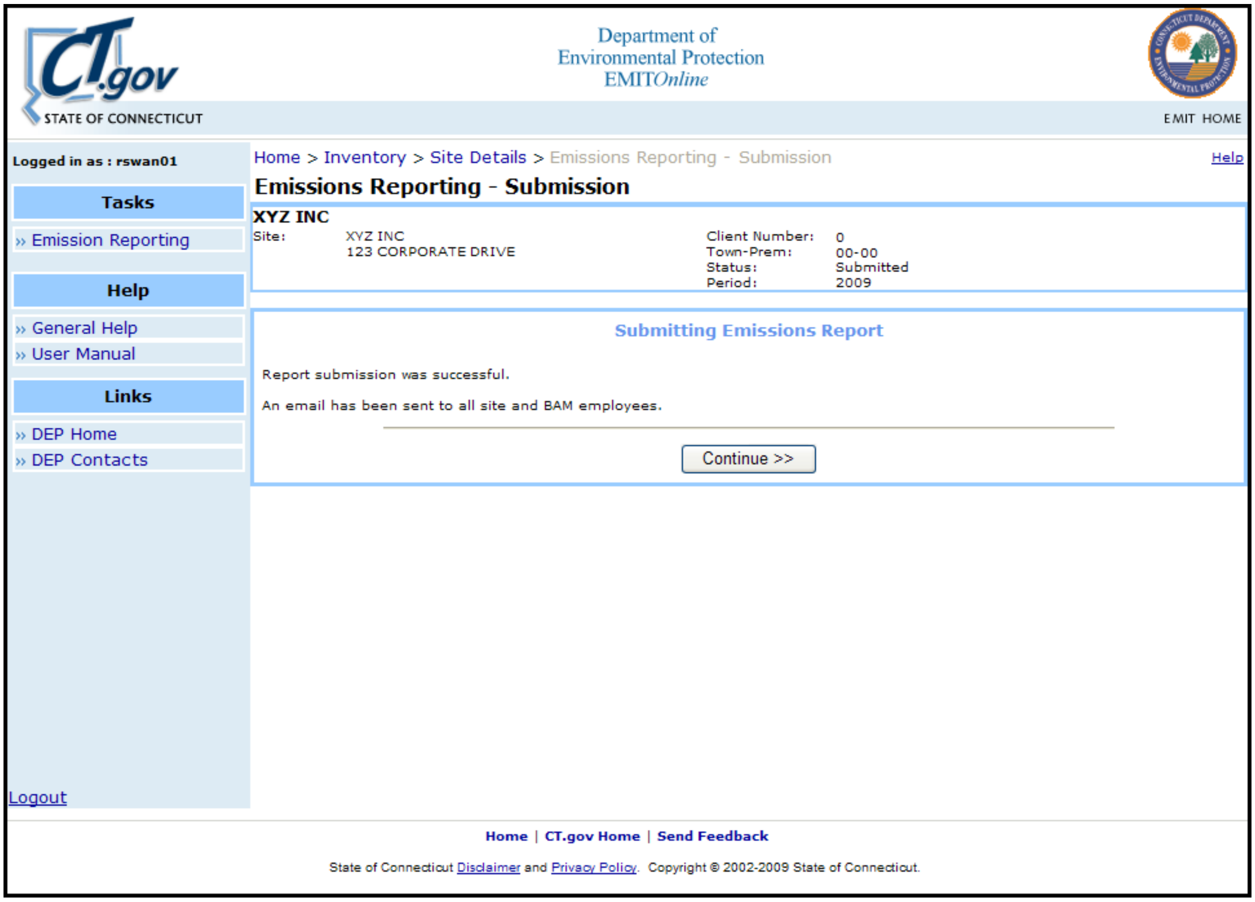
9. In the **Certification and Submissions** panel, read the certification statement and do one of the following:
   - Click **I Agree** to proceed with the submission. An authentication question appears and the **Submit for Approval** button is enabled.
   - Click **Cancel** to cancel the Emissions Report submission process. You can continue the process at a later time.



Certification and Submissions Panel

10. Answer the authentication question.

11. Click **Submit for Approval** to submit the Emissions Report. The **Emissions Reporting - Submission** screen refreshes, confirming that the report submission was successful and that a confirmation email was sent to all applicable parties.



Emissions Reporting - Submission Screen (Successful Submission)

12. Click **Continue >>** to navigate back to the **Site Details** screen.

Exercise:

1. Click the **Action** tab. The **Action** panel appears.
2. Click **Submit Emission Report**. The **Emissions Reporting - Submission** screen appears and displays the **Emissions Reporting Submission Checklist**.
3. Notice the three types of icons:
   - Valid: this area of the system has valid data without any warnings.
   - Error: this area of the system has critical data errors that prevent the submission process from continuing until the errors are corrected.
   - Warning: this area of the system has potential data problems that do not prevent the submission process from continuing, but should be noted.
4. Click an error message ( ) to display the corresponding screen.
5. Make the necessary corrections.
6. Click the **Action** tab and then click **Submit Emission Report** to redisplay the **Emissions Reporting - Submission** screen.

7. Repeat the steps above until all of the error messages have been cleared.
8. Click a warning message (⚠) to display the corresponding screen.
9. Review the data and make changes if needed.
10. Click the **Action** tab and then click **Submit Emission Report** to redisplay the **Emissions Reporting - Submission** screen.
11. Click **Accept >>** to proceed to the next **Emissions Reporting - Submission** screen.
12. Click **Preview Submission**. A preview copy of the Emissions Report, in PDF format, appears in a separate browser window.
13. Review the Emissions Report to ensure that all data is correct.
14. In the **Certification and Submissions** panel, read the certification statement and click **I Agree** to proceed with the submission. An authentication question appears and the **Submit for Approval** button is enabled.
15. Answer the authentication question.
16. Click **Submit for Approval** to submit the Emissions Report. The **Emissions Reporting - Submission** screen refreshes, confirming that the report submission was successful and that a confirmation email was sent to all applicable parties.
17. Click **Continue >>** to navigate back to the **Site Details** screen. Notice that the fields are now read-only. After you successfully submit an Emissions Report, you cannot make any further changes.